

****This handbook and planner is current as of July 2019. Students are advised that the information contained in this handbook is subject to change at the discretion of the College. The College reserves the right to add, repeal, or amend any rules or regulations affecting students and any dates reported herein. In any such case, the College will provide appropriate notice as is reasonable under the circumstances. Each student is expected to have knowledge and understanding of information contained in this handbook and in other publications as they are referenced. Matriculation at this college constitutes student's agreement to the standards of conduct outlined in this document. The most updated version of this handbook can also be found online.**

WELCOME TO STATE UNIVERSITY OF NEW YORK MARITIME COLLEGE

Dear Student,

It is my pleasure to welcome you to the 2019-2020 school year and present you with the College's Student Handbook and Code of Conduct. This document is one of the more important ones you will receive at Maritime. It defines what we believe contributes to a safe and productive learning environment. It outlines the programs, services, and people who can help your experience at Maritime be the best it can be. This handbook is an invaluable resource that I recommend you keep close by throughout your years at the College.

The mission of the Student Affairs Division is to provide opportunities, resources, and support in the development of globally-minded, dynamic leaders with a focus on diversity, inclusion, and integrity. The Division of Student Affairs strives for recognition as a leader in creating a more student-centered institution dedicated to student well-being, success, personal growth, and professional development. I believe this handbook is reflective of this mission and vision and the values that the Division of Student Affairs holds in highest regard.

The Code of Conduct is an integral part of developing and maintaining a safe and productive learning environment. Maritime College is a welcoming community with respect and integrity at the core of the educational and social environments. A truly supportive community exists when each person is valued, respected, celebrated for differences in backgrounds and cultures, and appreciated for contributions to diversity in all its forms. Our values and behaviors should reinforce the ideals of our learning community.

By enrolling at Maritime, you are pledging that you will exhibit appropriate standards of decency and behavior which are contained in the Student Code of Conduct and identified in the College's policies and regulations. Your participation as a student at this institution is a commitment to work together with students, faculty, and staff to foster this vibrant community. I encourage you to familiarize yourself with this important document and to visit the Student Affairs office with any questions, concerns, or comments.

Wishing you all the best for a great year!

Best,

William J. Imbriale

Dean of Student Affairs

SUNY Maritime College

MARITIME COLLEGE MISSION STATEMENT

First and foremost, Maritime College educates dynamic leaders for the global maritime industry.

Vision

Maritime College will be recognized as the leading maritime educational institution.

Core Values

- **Academic Excellence** - Maritime College is committed to the pursuit of excellence in teaching, scholarship, and research.

- **Applied Learning** - Maritime College programs and majors are infused with hands-on, experiential learning opportunities.
- **Integrity** - Maritime College is committed to principles of integrity and ethics in all aspects of our operations.
- **Leadership** - Maritime College is committed to providing multiple leadership development opportunities for all students.
- **Relevance** - Maritime College has an adaptive curriculum that responds to the complex and evolving needs of the maritime industry.
- **Respect** - Maritime College embraces diversity & inclusion, and celebrates the unique contributions of all.
- **Student-Centeredness** - Maritime College is committed to an environment that values student success, development and personal growth.

ACADEMIC DEPARTMENTS & CONTACT INFORMATION

Academic Dean

Dr. Gilbert Traub, Academic Dean & Professor of Mathematics

gtraub@sunymaritime.edu

Phone 718-409-7385 Science and Engineering Building, 2nd Floor 2-12

The Academic Dean manages the ongoing academic operations at Maritime College. His tasks include: supervision of the Registrar's Office, evaluation of transfer credits and registration for new transfer students, and **maintenance of degree curricula and course descriptions published on our website**. Students are always welcome to bring their questions/problems about any of these matters directly to him.

Engineering Department

Dr. Carl Delo, Chair

cdelo@sunymaritime.edu

Andrew Turtora, Vice Chair

aturtora@sunymaritime.edu

Administrative Assistant: Mrs. Deborah Fountain-Toomer

Phone: 718-409-7411, Science and Engineering Building, 2nd Floor 2-35

The Engineering Department oversees all of the engineering degree programs, as well as the USCG engine license program. Degree areas include the B.E. in Electrical Engineering, Facilities Engineering, Marine Engineering, Mechanical Engineering, and Naval Architecture.

Global Business and Transportation (GBAT)

Stash Pelkowski, Chair

spelkowski@sunymaritime.edu

Administrative Assistant, Nina Timonina

Phone 718-409-7285, MAC 221

The GBAT Department oversees the MS degree program in International Transportation Management (ITM) and the BS degree program in International Transportation and Trade (ITT). The ITT program offers a minor in Intermodal and Maritime Security. The ITM program offers a Certificate in Supply Chain Management and a Certificate in Chartering (jointly offered by Maritime College and the Association of Ship Brokers and Agents). The department teaches courses in the following six themes; economics, law, transportation and operations management, logistics and supply chain, risk and security, and organization and control systems.

Humanities

Dr. Karen E. Markoe, Chair

kmarkoe@sunymaritime.edu

Administrative Assistant, Ms. Sandra Hunt

Phone: 718-409-7247, Fort (West side), 2nd Floor, Office directly above the Sallyport

Students can major in Maritime Studies with a deck license or with an intern option. Graduate students can obtain a MS in Maritime and Naval Studies with or without a deck license. The entire master's degree (without the license) can be taken online. The department teaches courses in composition and literature, technical writing, history,

philosophy, museum studies foreign languages, including film, art and music.

Marine Transportation (MT)

Peter Vecchio, Chair

PVecchio@sunymaritime.edu

Administrative Assistant, Ms. Wanda Weeks

Phone: 718- 409-7286, Fort (South side), 1st Floor,

The MT Department oversees the BS degree programs. The department teaches courses in marine transportation, nautical science, navigation.

Naval Science and NROTC Program

CO.NROTC@sunymaritime.edu

Phone: 718-409-7212, S & E Building, 1st Floor, Naval Science Wing

The NROTC Program was established to develop midshipmen mentally, morally and physically. The program's purpose is also to imbue them with the highest ideals of duty, loyalty, and the core values of honor, courage and commitment in order to commission college graduates as naval officers who possess basic professional skills and are motivated toward careers in the naval service. NROTC guides students with a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship and government. We commission both Navy and Marine Corps Officers.

The NROTC unit consists of students from three schools: SUNY Maritime and Fordham and Columbia Universities. All train at the SUNY Maritime campus. There are also a few active duty enlisted service members selected to participate in the Seaman to Admiral 21 (STA-21) Program for the Navy or the Marine Enlisted Commissioning Education Program (MECEP) for the Marines.

The Navy enlisted students are called Officer Candidates (OCs) and the Marine enlisted students are called by their respective ranks, Staff Sergeant for example.

A Midshipman is an undergraduate college student participating in a Navy or Marine Corps officer ascension program. NROTC has Midshipmen (MIDN) who have received a two, three, or four-year scholarship from the USN/USMC. Furthermore, there are College Program Basic Midshipman; participants in NROTC without financial benefits or commitments from the USN/USMC. These students have until their junior year to be selected for either a scholarship or Advanced Standing; an agreement to receive a commission without financial benefits. All of the above students are on track to become active duty service members.

SUNY Maritime also has the option for License-track students to join the Strategic Sealift Midshipman Program. These Midshipmen are eligible for Student Incentive Pay from the Maritime Administration. These students commission into the US Navy Reserves.

Academically our students need to be in an approved course of study for the program they are in and need to take 8 additional Naval Science courses (3 for Strategic Sealift Midshipman Program [SSMP]). Maritime's advising staff, consisting of Navy Lieutenants and a Marine Major, meet with their assigned Midshipmen (MIDN) for academic and aptitude counseling twice a term.

Each semester a Midshipman will: participate in physical training Wednesday and Friday mornings here on campus; take their normal academic course load plus a Naval Science course; participate in any athletics; attend our weekly Leadership Lab; attend a variety of special events throughout the year; and complete additional actions as required.

Professional Education and Training (PET)

Capt. Ernest J. Fink, USCG (Ret.), Dean Maritime Education & Training

efink@sunymaritime.edu

Staff Associate, Margaret Poppiti

Phone: 718-409-5988, Fort, L-202

The PET Department is an academic department that offers common courses to both deck and engine license students. The department also administers the college's two Associate Degree Programs and U.S. Coast Guard approved programs for a limited deck or limited engine license, and offers an array of U.S. Coast Guard approved training courses to professional mariners.

Science

Dr. Kathy Olszewski, Chair

kolszewski@sunymaritime.edu

Administrative Assistant, Ms. T. Gayle Yeadon

Phone: 718-409-7365, Science and Engineering Building, 2nd Floor, SCI 2-32

The Science department oversees the BS in Marine Environmental Science (MES) degree program and the two minors offered within the MES program: Marine Biology and Meteorology & Oceanography. A minor in Environmental Science is available to students with other majors. The department teaches courses in the mathematical and physical sciences such as biology, chemistry, computer science, environmental science, geology, mathematics, meteorology, oceanography, and physics.

ACADEMIC POLICIES AND INFORMATION

Academic Advising

New students are assigned a Freshman Advisor upon entering Maritime College through the LEAD 101 program. At the beginning of the sophomore year, students are assigned a faculty advisor from their major department. (Note: transfer students typically **are advised by** the Academic Dean upon entering Maritime College.) Advisors assist students in **exploring** academic and professional opportunities offered at Maritime and guide students in making appropriate decisions about their area of study **and semester schedules**.

Students should see their advisor to:

- address any problems which affect academic performance
- select courses for the upcoming semester
- discuss academic performance
- explore academic or professional concerns
- discuss departmental requirements and course sequences
- discuss elective coursework in the major and other departments.

Academic Distress and Sanctions Policy

Undergraduate

At the end of each Fall or Spring semester, undergraduate students with a (semester and/or cumulative) GPA below the required graduation GPA (2.0) are reviewed for academic progress. Students with a cumulative GPA below 2.0 shall be considered “not in good academic standing.” Students under this designation are ineligible to participate in intercollegiate athletics or club sports.

Students with a term GPA (Fall or Spring semester) below 2.0 shall be placed on “Academic Probation.” This sanction is noted on the transcript. Students on academic probation are required to meet with their academic advisor to choose appropriate courses in which to enroll. Academic Probation status cannot be appealed.

Students who are placed on Academic Probation while “not in good standing” will be limited to 15 credits in the next semester and shall be encouraged to retake courses in which they earned a grade of D, F, or W.

Any of the following conditions shall make students subject to Academic Disenrollment:

- A cumulative GPA below 1.500 after two semesters at Maritime College.
- Placement on Academic Probation for a third consecutive term at Maritime College.
- Placement on Academic Probation for a fourth time during the student’s career at Maritime College.

Students meeting any of these conditions are reviewed by the Academic Board, which will either uphold the disenrollment or permit the student to remain on Academic Probation.

Students may appeal Academic Disenrollment to the chair of their academic department. A student who wants to change major should appeal to the chair of the program they wish to enter.

Graduate

At the end of each Fall or Spring semester, graduate students with a semester and/or cumulative GPA below the required graduation GPA (3.0) are presented to the Academic Board for consideration and may be disenrolled for at least one year.

Academic Honors

SUNY Maritime maintains several programs to honor students who have earned distinction in the area of academic excellence.

Admiral's List – Students with a semester average above 3.495 are eligible for Admiral's List.

Dean's List – Student with a semester average of 2.995 - 3.494 are eligible for Dean's List.

A minimum of 14 credits must be carried during the semester for such recognition.

Academic Integrity

In keeping with the spirit and mission of the Maritime College, academic integrity and honesty are expected of all students. Breaches of academic integrity will not be tolerated. This includes but is not limited to, cheating, plagiarism, and receiving unauthorized assistance on assignments. Instructors will determine the course of disciplinary action to be taken in the case of breaches of academic integrity associated with classroom work. Please refer to the Code of Conduct for the complete Academic Integrity Policy.

Accommodation Services

Dr. Sherill Anderson, sanderson@sunymaritime.edu, 718-409-7348

Maranda L. Miller, mmiller@sunymaritime.edu, 718-409-1319

Accommodation Services helps students who need accessibility modifications to succeed in their studies. Accommodations are designed to ensure all students have equal access to instruction, understanding and testing. All information is kept confidential unless the student requests otherwise. Students can read more about Accommodation Services with the *Academic Policies and Information* section.

Maritime College values access, inclusion and works to ensure full participation. To discuss barriers, you may reach the Assistant Dean of Students. Students with a documented disability and seeking to utilize services must self-disclose to the Assistant Dean of Student Affairs. All accommodations are assessed and provided on an individual basis and must be grounded in documentation submitted by or on behalf of the student. While students can request a particular type of accommodation SUNY Maritime College determines and develop plans for reasonable accommodations such as academic adjustments, auxiliary aids, and/or services as mandated under Title II of the Americans with Disabilities Act, Amendments Act (ADAAA) of 2008 and Section 504 of the Rehabilitation Act of 1973. Alternative accommodations may be offered above those requested by the student. Accommodations may be denied if the request is not reasonably grounded in documentation or the resulting accommodation has the effect of lowering academic standards of a course of program, or presents an undue financial or administrative burden to the College. All student disability information is confidential.

Students must meet and register with Accommodation Services in each semester they wish to receive services. Once approved for accommodations, the student is responsible for notifying professors for the courses in which they desire to receive accommodations. Students who do not register with Accommodations Services in a given semester will not be entitled to accommodations for that term, even if they had registered previously. Accommodations related to a disability cannot be implemented or considered retroactively.

Accommodations will be made during the academic year for KUP's (knowledge, understanding, and proficiency) tested as part of a written exam. No accommodations will be made for practical assessments outlined in the STCW guidelines. There are some courses which have Standards of Training, Certifications and Watch-standing for Seafarers, 1978, as amended (STCW) components which measure safety and involve the demonstration of various competencies through practical assessments. Special accommodations are not allowed during these safeties related practical assessments, as safety at sea is an important tenet of the merchant marine professional and to the maritime transportation industry. Any student who is seeking special accommodations and plans to enroll in a degree program which requires the passing of the United States Coast Guard license examination should know that at this time, there are NO special accommodations provided when taking the U.S. Coast Guard exam. All students pursuing a U.S. Coast Guard license are also required to take course(s) commonly referred to as "seminar." The seminar course(s) are designed to reflect the testing conditions of the U.S. Coast Guard license examination. All students participating in Summer Sea Term, (SST) should know that SST is considered a training laboratory, and special accommodations are

not provided when safety and required practical assessments are being evaluated at sea. Accommodations may be granted for academic work only.

Service animal is defined by the Americans with Disabilities Act, as amended (ADA), as any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to: guiding individuals with impaired vision; alerting individuals with impaired hearing to intruders or sounds; providing minimal protection or rescue work; pulling a wheelchair; or fetching dropped items. (28 Code of Federal Regulations (CFR) Part 36, Subpart A – General, 36.104 Definitions). Student requests for disability accommodations, including requests to have a service animal accompany a student on campus, in classrooms and in SUNY Maritime's housing facilities, are determined by the Dean of Students and/or the Office of Accommodations. A service animal may be removed from a Maritime facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others. For example, a service animal that displays vicious behavior towards people may be excluded. Excessive barking in a classroom or during a program is an example of disruption. Service animals may also be excluded in areas where the presence of a service animal fundamentally alters the nature of a program or activity, or is disruptive. Examples may include, but are not limited to: research labs, areas requiring protective clothing, food preparation areas, and animal research labs.

Leash: Dogs must be on a leash at all times, unless impracticable or unfeasible due to owner/keeper's disability.

Under Control: The owner/keeper of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/keeper.

Cleanup Rule: The owner/keeper of a service animal must ensure cleaning up of any Maritime property the animal might soil.

Health: Animals to be housed in Residential Life must have an annual clean bill of health from a licensed veterinarian submitted to the Dean of Students and/or Office of Accommodation Services.

Accessing your Student Records

Students can access their own record, at any time, even if the Registrar's Office is closed by utilizing the Maritime College website at www.sunymaritime.edu. Current Students: Maritime Self Service. Your ID and PIN are required to access your record, including your schedule, grades, registration, bill and more.

Accreditations

SUNY Maritime College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education (MSCHE) is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. SUNY Maritime College has been a member of MSCHE since 1952, and was most recently reaffirmed on June 28, 2012. The next Periodic Review Report is due 2017, and the next Self-Study Evaluation is due 2012-2022.

In addition, SUNY Maritime College's Bachelor of Engineering programs (Electrical, Facilities, Marine, Mechanical and Naval Architecture) are also accredited by the Accreditation Board for Engineers and Technology (ABET). ABET is a non-profit and non-governmental accrediting agency for academic programs in the disciplines of applied science, computing, engineering, and engineering technology. ABET is a recognized accreditor in the United States (U.S.) by the Council for Higher Education Accreditation. SUNY Maritime College's engineering programs have been accredited since 2009-2010.

Administrative Disenrollment

Administrative Disenrollment refers to a student who ceases to attend school for a semester without having officially withdrawn or filed for a Leave of Absence. Notation of Administrative Disenrollment will appear on the student's transcript. Students who wish to return after being Administratively Disenrolled will need to apply for readmission. For information on the procedure for Readmission, please refer to the section entitled "*Readmission after a Withdrawal/Academic Disenrollment/Administrative Disenrollment*" in the student Handbook for further information.

Bereavement Policy

Maritime College recognizes the effects that a death can have on a student's sense of well-being and academic work. We encourage grieving students to reach out to Maritime's mental health counselor (all visits are confidential and free) or to our Director of Campus Ministries for spiritual guidance. In the event that a student experiences a death

of an immediate family member or relative as defined below, the student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations. The student will provide appropriate documentation and arrange to complete missed classroom work as soon as possible according to the process outlined below.

For STCW courses, the student must work with their instructors to make up the actual class time and assignments as these courses have a strict attendance requirement to meet US Coast Guard certification requirements. Additional leave may be granted based on a recommendation by the mental health college counselor or the need for international travel. The student may wish to consider withdrawing from or request an incomplete grade in all or some of their courses.

Immediate Family and Relatives:

Students shall be eligible for up to three (3) consecutive days (not including weekends or holidays) of excused absence in the event of a death of a spouse, domestic partner, parent, child, grandparents, grandchild or sibling, uncle, aunt, niece, nephew, first cousin, in-law, or step-relative.

Travel Considerations:

If travel is required, students will be granted the following additional days of excused absences to account for travel considerations:

- Verified funeral services within 150 miles of SUNY Maritime 0 days
- Verified funeral services between 150-300 miles from SUNY Maritime campus 1 day
- Verified funeral services over 300 miles from SUNY Maritime campus 2 days

Process:

If a student will be absent because of a death, the student is responsible for notifying and providing verifiable documentation (e.g., note from funeral director or obituary) to the Dean of Students' office. The Dean of Students, or their designee, will communicate with the student's professors, coaches, Regimental Officers and/or ROTC staff (as needed) about the absence and the reason for the absence.

Change of Status (Regiment to Civilian/Civilian to Regiment)

If you wish to change your student status (Regiment to Civilian or Civilian to Regiment) you must file a "*Change of Status Form*" before you are authorized to switch programs with the Registrar's Office. A determination is made by the intended office (Dean of Students or Deputy Commandant) to approve or not approve the transfer. Until you receive approval from the intended program, do not assume that the status change has been approved.

When a student changes status, other programs (e.g., degree requirements, scholarship, housing) may be subject to change. It is the student's responsibility to consult with their academic advisor, Director of Financial Aid and Housing to understand the impact, if any, on these programs.

Concussion Policy

A structured concussion policy has been implemented and will be followed, according to the NCAA Position Statement Guidelines issued in April of 2010, to assure that the best possible care is taken of the student-athletes. The policy can be found in its entirety online. At the time of injury on campus or at a SUNY Maritime College athletic event:

If the student is an athlete, a clinical evaluation and symptom checklist is administered by an Athletic Trainer - Certified (ATC). Once a concussion is diagnosed, the athlete is referred to Health Services.

If the student is a non-athlete, the student is immediately referred to Health Services.

- No student suspected of having a concussion is permitted to return to class the same day.
- No student with a concussion is permitted to return to class(es) or Regimental duties (i.e., ship work, formation) for at least 24 hours.
- If student is symptom free for 24 hours they may return to classes and/or Regimental duties the following day with academic accommodations (i.e. exam date change) IF deemed NECESSARY by MD/Physician's Assistant – Certified.

No student-athlete can return to full activity or competitions until they are asymptomatic in limited, controlled, and full-contact activities, and cleared by the team physician and/or Athletic Trainer. No student non-athlete can return to full activity until they are asymptomatic and cleared by Health Services.

Minimum time periods for return to play, classes and/or Regimental duties as mentioned above maybe longer depending on initial presentation and subsequent course. A planned time period for **return to classes** should be discussed between MD/PA-C and ATC after each evaluation.

If the concussion happens off campus, at a non SUNY Maritime College event:

The student-athlete/non-athlete must submit appropriate documentation to Health Services upon returning to campus.

Credit Course Load

Undergraduate students

Maximum number of credits an undergraduate can take in a Fall or Spring semester is 22 credits.

Maximum number of credits an undergraduate can take in any Summer Session is 8 credits. Students who wish to take more credits must obtain permission on a Credit Overload form. Additional approvals and signatures are required.

For Fall – Spring Semesters

More than 22 credits requires approval from the Chairperson of the Department

25 credits and beyond require the additional approval of the Provost.

For any Summer Session

More than 8 credits requires the Chairperson of the Department

Graduate Students

Maximum number of credits a graduate student can take is 13 credits.

Additional approval and signature required for students taking 13 or more credits from the Chairperson of the Department.

Declaring a Major

Undergraduates at SUNY Maritime College are required to declare their major by the completion of their 64th credit toward the degree (including all transfer credits from previous institutions). Students with more than 64 credits may request a one semester waiting period within the *Undeclared* category. The student must declare a program of study after the one semester period in Undeclared. If the student is not accepted into the program of choice, the student is subject to disenrollment by the Academic Board. Students changing or declaring a major are required to follow the curriculum at the time of acceptance and must meet the academic criteria for graduation within that program.

Drop/Add a Course

Course Drop/Add can be processed online. Certain registration activity (lack of prerequisite, closed course, etc.) will require special overrides. In these cases, the Drop/Add procedure will require approval of Instructor, Chairperson and/or Provost. In most cases, a Drop/Add requiring a special override must be processed in person at the Registrar's Office with accompanying forms.

Withdrawing from a course will affect your eligibility for financial aid in future terms. It is recommended that you speak to Financial Aid before withdrawing from a course.

Withdrawing from courses after the Drop/Add period will result in W grade on record and require the student to obtain the instructor's signature on the Drop/Add form. This form then must be processed at the Registrar's Office. Request to withdraw from a course after the withdrawal period will require special approval and will result in a WF grade on record. Registration dates and deadlines specific to adding, dropping and/or withdrawing from courses are posted on the Academic Calendar.

FERPA

The Family Educational Rights & Privacy Act (FERPA), also known as the Buckley Amendment, grants certain rights, privileges and protection related to students' educational records maintained by the college. Students' educational records maintained by the college will NOT be released to third parties (including parents) outside of the College, except with written consent of the student. FERPA rights began when the student is accepted, even if they are a minor. For more information on FERPA, and Maritime College specific policies on student records, please contact the Registrar. Additionally, the College and its faculty/staff will not discuss matters related to a student with a third party without the prior authorization and consent of the student. The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights are:

A. The right to inspect and review

This gives the right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

B. The right to request the amendment

This gives the right to request an amendment of the student's education records that the student believes is accurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

C. The right to consent to disclosures

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks or employed by the University's System Administration. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request). Information concerning a student shall be released without consent in order to comply with a judicial order or lawfully issued subpoena. Effort will be made to give advance notice to the student of such an order before compliance by the University.

D. The right to file a complaint

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA can be sent to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Maritime College may disclose appropriately designated "directory information" without written consent, unless you have advised the College to the contrary in accordance with College procedures. The primary purpose of directory information is to allow Maritime College to include this type of information from your education records in certain publications. Examples include:

- A playbill, showing role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include,

but are not limited to, companies that manufacture class rings or publish yearbooks. If you do not want Maritime College to disclose directory information from your education records without your prior written consent, you must notify the College in writing. Maritime College has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address and Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- News Releases
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Enrollment status (part-time/full-time)
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Good Academic Standing

Graduate Programs - When a student's Cumulative GPA and Current Term GPA (for the most recent term) are 3.0 or better, that student is in good academic standing.

Undergraduate Programs – Any student with a cumulative GPA below 2.0 shall be considered “*not in good academic standing*.” Students under this designation are ineligible to participate in intercollegiate athletics, club sports or the student worker program.

Grade Appeal

The purpose of grades is to communicate the instructor's evaluation of student performance in terms of learning outcomes and standards of achievement. The assignment of grades based on the evaluation of student work is at the heart of the institution's academic integrity. A student may appeal a grade by a faculty member if he/she feels that the grade is inappropriate.

Examples of appropriate reasons for a grade appeal include (this list is not comprehensive):

- Demonstrable arithmetical, editing, or factual error in calculating the grade;
- Omission of assignments or parts of assignments in calculating the grade;
- Grade demonstrably based on impermissible factors such as discrimination, bias, retaliation or retribution.

Step #1

To appeal a grade, the student should first speak to the instructor of the course in question.

Step #2

If the instructor denies the appeal or is not available, the student can appeal to the Chair of the Department offering the course.

Step #3

If there is still no resolution, the student may appeal to the Provost.

The Provost may uphold the Department Chair's decision, and the appeal process is then finished; OR, the Provost may appoint a panel to review the documentation/materials. The Panel is comprised of two to three professors from the course's content area. The Panel forwards their recommendation to the Provost. The Provost may or may not uphold the Panel's findings. The appeal process ends here.

Graduation Requirements

In order to participate in commencement exercises in January, May or the Recognition Ceremony in September, students must satisfy all Academic, Financial and Regimental (where applicable) requirements for their degree prior

to commencement. Students who do not successfully complete all degree requirements, clear all financial or Regimental obligations (where applicable) are ineligible to participate in commencement exercises. To earn an undergraduate degree in all majors, a cumulative GPA rounding to at least 2.00 (i.e., $GPA \geq 1.995$ on transcript) is required at the time of graduation. To earn a graduate degree in all majors, a cumulative GPA rounding to at least 3.00 (i.e., $GPA \geq 2.995$ on transcript) is required at the time of graduation.

For students in license degree programs, degree requirements include the passing of all 7 modules for 3rd Mate, or 8 modules for the 3rd Assistant Engineer of the USCG license exam. Additionally, all sea time requirements must be met. You will not be eligible to participate in either the January or May commencement or the Recognition Ceremony in September, without having passed all seven modules of the USCG license exam.

Additionally, License/STCW course certificates will not be issued to any student unless he/she successfully completes the USCG/MARAD approved (46 CFR 310) program. For students in the 2-year license degree programs, course certificates will only be issued when students successfully complete the USCG-approved Deck or Engine license program.

In order to assist you, your faculty advisor will provide a check sheet specifying Maritime College's requirements for your major. You are urged to meet with your advisor to review your check sheet every semester. It is your responsibility to ensure that all requirements for graduation are fulfilled by all deadlines. As with all goals, a carefully laid out plan is the best way to reach your destination.

Leave of Absence

A leave of absence is permission to be away from the college temporarily, for medical, financial, military or personal reasons, including study at another educational institution. Students must file a *Leave of Absence* form with the Office of the Registrar. Students may be on leave for up to two consecutive semesters. Students planning to take courses at another institution during their LOA should obtain pre-approval by submitting a *Request to Take Course Off Campus* form. Students who are placed on "involuntary leave" must submit appropriate documentation before being allowed to return or register. Students who return in the semester indicated after a LOA must notify the Registrar of their return prior to the start of the semester. They will need to meet with their advisor to obtain their alternate PIN number for registration. Students who do not return from a *Leave of Absence* in the semester they indicated will be *Administratively Disenrolled* from the college and will need to apply for readmission if they wish to return. For information on the procedure for Readmission, please refer to the section entitled "*Readmission after a Withdrawal/Academic Disenrollment/Administrative Disenrollment*" in the student Handbook for further information.

Types of Leaves:

Mental Health Leave of Absence

On occasion, a student upon preliminary investigation may be required to leave the College and its premises until the student procures a psychological/medical evaluation, a clearance to return to school, and a recommendation letter from a board certified psychiatrist/psychologist. The information below has been prepared to outline the necessary steps needed to return to SUNY Maritime College after a mental health leave of absence which will be shared with the Dean of Students and/or appropriate departments (and the Mental Health Counselor). You must provide the Dean of Students and Maritime Mental Health Counselor a full summary of any treatment received while you are on leave. This summary must be submitted at least 30 days prior to the start of the desired semester of return. The Mental Health Counselor can best advise the Dean of Students as to your readiness to return to academia only if in receipt of this information. The medical information you provide is confidential and will not be shared with your professors, department chair, or parents, unless you have authorized this in writing. The summary should be a letter from the therapist and/or physician who has been caring for you.

If you have received care from **both** a psychiatrist and a mental health professional providing therapy, please have **both** professionals forward their letters. The summary must contain the following: your diagnosis and any medications, dosage, length of time on this medication, and how long you have been stable on that dosage. Additional must include your progress you have made that leads your therapist/physician to recommend your return and professional assessment of your ability to complete academic programs while under stress; Documentation of any classes taken or job held while you were on leave, if applicable. Once the requested documentation is received, your health care provider may be contacted in order to further discuss your readiness to return. In order to discuss

your care with your provider(s), the appropriate release of information form must be completed and returned to the Health Services office and/or Mental Health Counselor. After the phone consultation with your health care provider(s), an appointment will be scheduled with you to meet with the Mental Health Counselor. Based on the recommendation from the Mental Health Counselor, the Dean of Students and other departments will determine if you should be reinstated and notify you in writing their decision.

Involuntary Leave of Absence:

In the legitimate interest of the College in protecting the safety and welfare of specific individuals or the general public, or in protecting College property, the College President, Dean of Students, or their Designee(s) may temporarily suspend an individual or as part of the investigation for Medical/Psychological/Safety Reasons, any student who engages, or threatens to engage, in behavior which poses imminent danger of causing substantial harm to self and/or others or, engages, or threatens to engage, in behavior which would cause significant property damage, or directly and substantially impeded the lawful activities of others shall be subject to involuntary withdrawal.

A. Code of Conduct Violations

Hearings for students placed on involuntary leave for Code of Conduct Violations must be held within ten (10) calendar days of the leave. An involuntary leave results in the accused student's immediate exclusion from classes and/or the residence halls and all other College privileges or activities, pending a hearing. At the time of their involuntary leave, the student shall be scheduled, under normal circumstances, for a prompt initial hearing. Involuntary leave will only be imposed to insure the safety and well-being of members of the College community or College property or to insure the student's own physical or emotional safety and well-being. If a student seeks an appeal following their initial hearing, the period of Involuntary Leave may be extended by the Dean of Students or Judicial Officer until the student has exhausted all avenues of appeal.

B. Medical/Psychological/Safety Reasons

The student will, upon preliminary investigation, be required to leave the College and its premises. In that time, it may be mandated that the student will seek a psychological/medical evaluation which will be shared with the Dean of Students and/or Commandant and the College Mental Health Counselor. In order to return to school, the student must also be evaluated and recommended for continued attendance at the College by the College Mental Health Counselor, to the Dean of Students and/or Commandant who will make the final decision in writing to the student. If cleared to return to the College, a contract will be developed which prescribes responsibilities and terms of return to the student. This contract will be administered by the Dean of Students in conjunction with the College Counselor. Failure to comply with this contract would result in immediate suspension or dismissal from the College.

Medical Leave of Absence

On occasion, students encounter medical concerns or conditions outside of their control that lead to challenges attending and completing coursework at Maritime College. Students may request a medical leave of absence for the full semester (all courses) in which they encounter the medical issue. To request a medical leave, students should consult with the Dean of Student Affairs, file the Leave of Absence form with the Registrar's office, accompanied by the medical leave support form (completed by a licensed health care provider). This request will be reviewed by the Registrar, Academic Dean, Dean of Student Affairs, and Health Services. If a medical leave is granted, students will be withdrawn from ALL courses in the semester (receiving 'W' grades). Medical leave cannot be requested of individual courses. Students taking a medical leave of absence will have a hold placed on their account requiring them to meet with Health Services prior to beginning a subsequent semester. Students who have taken a medical leave of absence must provide updated medical documentation to the Health Services department upon their return for clearance to return to the campus.

Official Grades and Calculation of GPA

The GPA is calculated by multiplying the numerical value of a letter grade by the number of credits for the course, yielding the "quality points" for the course, and then taking the sum of the quality points and dividing by the sum of

the credits attempted. This process is used both for semester and cumulative GPAs. The numerical values for the letter grades are:

	A 4;	A- 3.667;
B+ 3.333;	B 3;	B- 2.667;
C+ 2.333;	C 2;	C- 1.667;
D+ 1.333;	D 1;	
F, WF 0.		

P, AP, TC, are not included in GPA calculation but are included in credits earned.

X, W, I, are not included in GPA calculation and are not included in credits earned.

I incomplete

P passed in pass-fail courses only

AP Advanced Placement

TC transfer credit

X exempted

W reflects an official withdrawal from the course and is not included in GPA calculations.

WF is a withdrawal from the course after the 10th week of the semester and is equivalent to an F in GPA calculations.

Additional notations:

“E” (Exclude) indicates a course that is no longer being counted in the cumulative GPA.

“I” (Include) indicates a course that has been repeated, with the grade for the course, included in the cumulative GPA.

Grades not used under certain circumstances:

† D or D+ grades may not be issued in STCW Coast Guard license courses, effective Spring 2005.

D and D+ are not utilized for Graduate courses

Readmission after a Withdrawal/Academic Disenrollment/Administrative Disenrollment

If you are seeking readmission after a Withdrawal/Academic Disenrollment/Administrative Disenrollment:

Students wishing to return after Withdrawal/Academic Disenrollment/Administrative Disenrollment will need to first apply for readmission through the Office of Admissions. Upon readmission student follows the current curriculum at the time of return. Upon reacceptance to the College, the student should meet with their respective Department Chair to review their program for any curriculum updates and receive their alternate PIN number for registration. Students who wish to return to the Regiment must formally meet with the Deputy Commandant.

A student who has been academically disenrolled will be considered for readmission only after completing a “get well program” (successful completion of 12 transferrable credits with a grade of “C” or better). Official transcripts should be provided to Admissions and the Academic Dean for review. The Academic Dean in consultation with the Department Chair will decide if the student is readmitted to the college. The Academic Dean may request additional information (resume, letters of recommendation, essay, and/or interview). The College will generally not readmit a student after a second academic disenrollment.

Registration

Each semester, students register for new classes after meeting with their advisor to plan which courses are needed according to the degree and major requirements. *

*Exception: the first semester the student is enrolled, the Registrar’s Office will process a registration on behalf of the student after receiving the results of the English and Math placement exams.

At the designated time in the calendar for advisement before the registration period, the student will meet with their advisor to plan a curriculum schedule of courses needed and to receive an ALTERNATE PIN to register for courses which changes each semester before registration. The student can register for classes or change sections of a course. The student can view their own schedule of classes including the days, the times, the instructors and the rooms for each course. Student’s account must be cleared of all fees in order to register, obtain grades, copies of transcripts or receive their diploma.

Repeat a Course

If the student does not successfully complete a course, he/she may only attempt the same course an additional two times. A student may repeat a successfully completed course to improve her/his GPA. The total number of attempts must be no more than three. All grades will appear on the transcript. The last of the grades (other than W) will contribute to the student's GPA. An attempt is defined as registering for and remaining in the course after the date where dropping is noted on the transcript as a W or WF (including those at other institutions). Under exceptional circumstances, the student may request a fourth attempt of a course. A fourth attempt requires approval of the student's major department chair and the Associate Provost. A student may receive credit for a successfully completed course only once.

Satisfactory Academic Progress Policy for Financial Aid

Withdrawing from classes could have an effect on your eligibility for federal financial aid. The Satisfactory Academic Progress Policy is available on SUNY Maritime's Financial Aid website. You may also request a copy from the Financial Aid Office.

STCW (Standards of Training, Certification and Watch Keeping)***Issuance of STCW Training Certificates***

STCW training certificates shall be issued to cadets upon graduation from a license-option degree program. All original STCW training certificates shall be generated by the License Department and issued to qualified cadets at graduation. STCW training certificates shall not be issued to cadets who do not complete the USCG-approved deck or engine licensing programs.

Cadets may not substitute training nor will the academy accept training certificates from outside the academy's USCG-approved program. The only exception to this is transfer students from another maritime academy which requires a case-by-case review of the training completed at the other academy.

Sitting for the USCG exam

All Cadets enrolled in one of our unlimited USCG-approved license programs are required to sit for their initial USCG examination on campus. Subsequent re-examinations (complete or partial) must be scheduled by the Director of Licensing at the Cadet's request and may be taken at any of the seventeen national Region Exam Centers (REC).

Syllabus

A written syllabus (paper or electronic) must be provided to students in each course. If there are changes to the information provided in the syllabus during the semester, they must be given to students in written form (paper or electronic).

The syllabus will include:

- Information on the course content and expectations (e.g., class attendance)
- Details on the basis for grades, including: the course's examination policy; the number and types of exams; a list of graded assignments with their approximate due dates and their weight in the final grade.
- Instructor's course policy for academic integrity
- Procedures for adjustments identified by the Office of Accommodations

Withdrawal from School

An official withdrawal is the voluntary decision to discontinue studies/enrollment at the college. Students must file a *Withdrawal from School* form with the Office of the Registrar if they wish to withdraw from school. Students that do not properly withdraw from the college will be *Administratively Disenrolled*. Students who wish to return after an Official Withdrawal will need to apply for readmission. For information on the procedure for Readmission, please refer to the section entitled "*Readmission after a Withdrawal/Academic Disenrollment/Administrative Disenrollment*" in the student Handbook for further information.

STUDENT SERVICES DEPARTMENTS & CONTACT INFORMATION

Academic Success Center (Stephen B. Luce Library)

The Academic Success Center helps students prepare to learn. The center provides various workshops on concepts like time management, goal planning, and study skills. The center also houses the campus supplemental instruction for Mathematics and Science courses.

Academic Coach

TBA

Academic Coaching is an ongoing partnership between student and our professional coach. It focuses on enhancing a student's academic skills, promote self-advocacy, and increase a student's confidence. In one-on-one conversations, the student and coach will work together to identify the student's unique learning strengths and growth opportunities. During these meetings, each student will be able to develop a unique plan to achieve their academic goals.

Accommodation Services

Dr. Sherill Anderson, sanderson@sunymaritime.edu, 718-409-7348

Maranda L. Miller, mmiller@sunymaritime.edu, 718-409-1319

Accommodation Services helps students who need accessibility modifications to succeed in their studies. Accommodations are designed to ensure all students have equal access to instruction, understanding and testing. All information is kept confidential unless the student requests otherwise. Students can read more about Accommodation Services with the *Academic Policies and Information* section.

Assistant Dean of Student Affairs – Dr. Sherill Anderson

Phone: (718)-409-7348, Fax: (718)-409-4735, Baylis Hall, Student Affairs

The Assistant Dean of Student Affairs – Academic Support Services oversees academic support services at SUNY Maritime College including the LEAD program, freshman advising, Accommodation Services, International Student Services, the Educational Opportunity Program (EOP), the Learning Center, Writing Center, Academic Success Center, academic coaching and advisement for undeclared students. The Assistant Dean works with students to improve their academic standing by developing study skills and personal strategies for academic success. The Assistant Dean is available for consultation regarding student academic matters.

Athletics

Kristofer Schnatz, Director of Athletics

kschnatz@sunymaritime.edu

maritimeathletics@sunymaritime.edu

Riesenberg Hall

718-409-7331

The Maritime Athletic Department offers numerous opportunities and activities to be a part of. The varsity sports for women include Cross Country, Lacrosse, Rowing, Soccer, Swimming & Diving and Volleyball. The men's sports include Baseball, Basketball, Cross Country, Football, Lacrosse, Rowing, Soccer and Swimming and Diving. Also offered are co-ed varsity sports in both Dinghy Sailing and Offshore Sailing. Club sports include Men's Ice Hockey, Men's Rugby and Mixed Rifle. There are more ways to be involved with athletics than just being a member of a team. Most teams are always looking for managers. The department also offers Work Study jobs on game days that can also allow you become involved in the action. If game days do not interest you, the department has many other activities located in our facility to help you lead an active lifestyle. Riesenberg Hall has a fully equipped weight room, cardio room, cross training room, erg room, a racquetball court, a full length basketball court with two cross-courts, a pool and outdoor fields for student use. Riesenberg Hall is open to all students, staff and faculty with valid Maritime ID, no guests will be permitted to use the facilities. There are a wide array of intramural activities from dodgeball tournaments, leagues in flag football and basketball, and fun runs throughout the year.

Career Services

Michelle Reina, Assistant Director of Career Planning and Development

Mreina@sunymaritime.edu

Mreina@sunymaritime.edu

Phone: 718-409-6079, Career Services, Welcome Center

The Career Services department is dedicated to offering a developmental program, which helps students and alumni make the most of their college education. Through offering an array of services and resources to assist with all facets of career planning and job search, we try our best to cater to the varying needs of our student body. We provide numerous recruiting events throughout the year including a fall and spring career fair, employer presentations, career development week and on-campus interviews. Students and alumni are welcome to stop by during our open office hours for assistance with resume writing, mock interviews and job/internship searches. These services are available to all Maritime alumni for life.

Dean of Student Affairs

William J. Imbriale

wimbriale@sunymaritime.edu

Administrative Assistant, Patricia Norman

Phone: 718-409-7496, Fax: 718-409-4735, Baylis Hall, Student Affairs

Student Affairs develops, supports, and advocates for students in all areas of college life. The Dean of Student Affairs provides leadership and support for a broad array of programs and services to achieve this mission. Student Affairs ties together various units including Student Development, Health Services, Academic Support Services, Licensing, Cadet Shipping, Career Placement, Athletics, Veterans Affairs, Title IX, orientation and commencement. The Dean of Student Affairs is available to assist students in all areas of student life including but not limited to personal development, mental health, academic concerns, programming, institutional complaints, judicial affairs, and navigating resources. Please contact the Administrative Assistant in Student Affairs to make an appointment.

Educational Opportunity Program

Ana Mendieta, EOP Counselor

amendieta@sunymaritime.edu

The State University of New York's Educational Opportunity Program (EOP) provides access, academic support, emotional support, and financial aid to students who show promise for succeeding in college, but who may not have otherwise been offered admission. Available primarily to full-time, matriculated students, the program supports students throughout their college careers. Students are considered for the program at the point of admission (freshman and transfer) and cannot join as continuing students. New EOP students are required to attend a five-week summer program at Maritime before freshman year. EOP students receive up to 10 semesters of financial support, must meet with their EOP Advisor each semester to review their academic progress and attend required weekly study hall. All EOP students must abide by standard SUNY Maritime academic policies and procedures.

Office of Financial Aid

financialaid@sunymaritime.edu

Phone: 718-409-7400, option 3, Baylis Hall, Enrollment Services

The Office of Financial Aid primary role is to identify possible sources of assistance and financing options so that students can successfully complete their course of study. Maritime offers financial aid in the form of merit-based scholarships, need-based grants and student employment, as well as student and parent educational loans.

In most cases, to receive financial aid, students must demonstrate financial need. Financial need is the difference between the total cost of attendance and the amount that a student and or family can reasonably be expected to contribute as determined by Federal guidelines using the Free Application for Federal Student Aid ([FAFSA](#)). Financial aid awards are "packaged" to meet the needs of the recipient within the framework of the funds available and may include:

- Scholarships and grants such as New York State (NYS) Tuition Assistance Program ([TAP](#)), Excelsior (for UG NYS residents), or Federal Pell Grants, which do not have to be repaid;
- Federal Direct Loans which must be repaid to Department of Education, and Federal Work-Study, which requires that the student work for monies awarded.

To apply for federal and state aid complete the annual FAFSA at www.fafsa.gov and if applicable complete the NYS Grants/Scholarship at www.hesc.org by the appropriate deadline (*March 1st for fall and November 1st for spring*). Also, students must meet the requirements of the Satisfactory Academic Progress Policy to continue to receive financial aid assistance.

Health Services:

Robert Cipolla College Physician Assistant (rcipolla@sunymaritime.edu)

Brooke Ravenel, LPN: bravenel@sunymaritime.edu

Chris Eason HM2: ceason@sunymaritime.edu

Phone: 718-409-7347, Fax: 718-409-5901, Health Services, Reisenberg Hall

Office Hours: Monday – Thursday 7:00 am – 5:00 pm, Friday 7:00 am – 4:00 pm.

Health Services is dedicated to providing high quality health care and easily accessible primary and urgent care services to all matriculated Maritime students. These services include but are not limited to: outpatient medical visits for acute and sub-acute illness and injury, general medicine, immunizations, medications, health education, physical therapy, referrals to off-campus providers and more. Students may visit Health Services during open hours of operation Monday – Thursday 7am – 5pm, Friday 7am – 4pm. Walk in care and appointments are available. In addition, Health Services works in direct conjunction with the Licensing and Cadet Shipping Department ensuring that Cadets meet the medical standards and requirements for issuance of a United States Coast Guard License. There are many medical conditions that may prevent or delay USCG Licensing. While Health Services does not set the licensing medical standards, we are available to assist cadets with this process. For more information about the medical standards for licensing please contact Health Services. (*Please see the Additional Information section for Health Insurance information*)

Immunizations: Measles, Mumps, and Rubella

Students born on or after January 1, 1957 must submit proof of immunity to MMR. Only **one** of the following is required:

- The student must submit proof of two doses of live MMR vaccine: the first dose given no more than 4 days prior to the student's first birthday and the second at least 28 days after the first dose; **or**
- The student must submit serological proof of immunity to MMR. This means the demonstration of measles, mumps, and rubella antibodies through a blood test performed by an approved medical laboratory; **or**
- The student must submit proof of honorable discharge from the armed services within 10 years from the date of application to the institution. The proof of honorable discharge shall qualify as a certificate enabling a student to attend the institution pending actual receipt of immunization records from the armed services.

Meningococcal Disease

New York State PHL Section 2167 requires post-secondary institutions to distribute information about meningococcal disease and vaccination to the students, or parents or guardians of students under the age of 18. The institution is required to maintain a record of the following for each student:

- A vaccine record indicating at least 1 dose of meningococcal ACWY vaccine within the last 5 years or a complete 2- or 3-dose series of MenB without a response form; or
- A signed response form with a vaccine record (If a student submits a response form selecting this option, a vaccine record must be attached); or
- A signed response form indicating that the student will obtain meningococcal vaccine within 30 days; or
- A signed response form indicating that the student will not obtain immunization against meningococcal disease.

If the student has not received meningococcal vaccine within the past 5 years, then he/she must submit the signed response form.

Meningitis Documentation: SUNY Maritime would like to inform all students about meningococcal disease, a potentially fatal bacterial infection commonly referred to as meningitis, and New York State Public Health Law (NYS PHL) §2167. On July 22, 2003, Governor Pataki signed NYS PHL §2167 requiring institutions, including colleges and universities, to distribute information about meningococcal disease and vaccination to all students meeting the enrollment criteria, whether they live on or off campus. This law became effective August 15, 2003. The vaccine isn't mandatory however, acknowledgement by signature and date is required. Please see the Welcome Packet or the Health Services Office for more information.

Religious Exemption: A student may be exempt from vaccination if, in the opinion of the institution, that student or student's parent(s) or guardian of those less than 18 years old holds genuine and sincere religious beliefs which are contrary to the practice of immunization. The student requesting exemption may or may not be a member of an established religious organization. Requests for exemptions must be written and signed by the student if 18 years of age or older, or parent(s), or guardian if under the age of 18. The institution may require supporting documents. It is not required that a religious exemption statement be notarized. In the event of an outbreak, religious exempt individuals should be protected from exposure. This may include exclusion from classes or campus. ****PLEASE NOTE, although the Meningococcal vaccine isn't mandatory to attend SUNY Maritime College, if cadets choose to do cadet shipping or any internships, private companies DO have the right to require the Meningococcal vaccine. ****

Housing

Tina Prendergast, Director of Housing & Residential Life

tprendergast@sunymaritime.edu

Phone: 718-409-7452, Fax: 718-409-5567, Baylis Hall, 1st Floor

Michelle Smith, Assistant Director of Housing & Residential Life

msmith@sunymaritime.edu

Phone: 718-409-4188, Fax: 718-409-5567, Baylis Hall 1st Floor

Alexis Grafakos, Area Coordinator

agrafakos@sunymaritime.edu

Phone: 718-409-5566, Fax: 718-409-5567, Baylis Hall 1st Floor

The Residence Halls are an essential part of the student's college life. Life in the residence halls is exciting, fun, and challenging. You will learn about different cultures, interests, and values while your roommates and community members learn about you. While Housing and Residence Life strives to provide a pleasant and safe building, each individual who lives, works, or studies in our environment has a responsibility to be courteous to neighbors and to observe basic personal safety practices. Because much of your time here at Maritime is spent in the residence halls they should represent, to the extent possible, a positive living and learning environment, which facilitates the accomplishment of students' academic, career, and social goals. We encourage you to take the time to learn new things, experience new ideas, and develop new friendships while living in our community. For more information, please see the *Guide to Campus Housing* at the rear of the Student Handbook.

International Students

Dr. Sherill Anderson, Assistant Dean of Student Affairs & Director of EOP

sanderson@sunymaritime.edu

Phone: (718) 409-7348, Fax: 718-409-4735, Baylis Hall

The international student advisor(s) are here to meet the needs of our diverse international student population. The students will be provided guidance on any concerns they may have pertaining to the maintenance of their student status (i.e. course load, curricular/optional practical training, travel within and outside of the U.S., etc.) from the moment they join Maritime College to the moment they return home. Our international programming is expanding to fit the needs of our ever-growing international population, with the support of many departments. The Coordinator of International Student Services serves as a mentor to international students as they adjust to the college life in the U.S. International students are an essential part of the campus and provide interactions that enhance the global nature of the experience and community provided by the college.

IT Services

helpdesk@sunymaritime.edu

Phone: 718.409.6917, S & E Building, 1st Floor, Room 1-27

E-Mail is the recommended source for communication at Maritime. Professors and administration expect that you regularly check and read e-mail sent to your Maritime student e-mail account. Mailboxes are up to 30GB of mail storage space. Students will also have the ability to upload documents, jpg, pdfs, docs using Google Drive. Google Documents is an editorial application, which allows students to collaboratively work on the same document at the same time from anywhere in the world. Google allows you to store videos and share access to Google Docs.

The Information Technology Department scheme for student email accounts is the following:

Username:

The username is the first name followed by the first three letters of your last name, enrollment year (two digit year).

Example: "Walter Smith" (enrolled with Maritime College in the fall of 2016) will be: waltersmi.16@sunymaritime.edu

Password:

Password convention uses the following format; if Walter Smith has a student id# of M0012345 his password would be: WS-12345.

*Your first and last initial are case sensitive and must be entered in upper case.

"ws12345" or "ws-12345" would fail if entered.

Public Computing Areas:

- Stephen B Luce Library – Fort
- Learning Assistance Center – Heritage Hall
- Student Affairs Lounge – Baylis Hall
- Science & Engineering Building – 1-19L, 1-24, 2-49C, AutoCAD Lab

Please contact helpdesk@sunymaritime.edu or 718.409.6917 with questions or concerns.

Learning Center (Heritage Hall)

The Learning Center provides unlimited tutoring, with peer tutors, for Engineering, Mathematics, and Science courses. Tutoring is FREE of charge and students can partake in 1:1 tutoring (depending on course) or walk-in assistance. Typical hours for the center are Monday-Thursday 11:00am-11:00pm, Fridays 9am-2pm, and Sundays 6:00pm-11:00pm during the Fall and Spring semesters. Students can access the tutor schedules via TutorTrac at <http://maritime-go-redrock.com>.

Stephen B. Luce Library

TBA

The Stephen B. Luce Library at SUNY Maritime is committed to supporting the teaching, learning, and research taking place at the college. The Library supports students by providing access to a range of resources including textbooks, online course readings, books, journals, and database collections. If you can't find what you're looking for in the Library, items can be requested from partner institutions via interlibrary loan. The Library also supports students by providing research help in person, via email, or chat. In partnership with the Learning Center, the Library offers tutoring and study skills workshops and provides tech-enhanced spaces for students to work collaboratively. Computers, printing, scanning, and quiet spaces also provided.

The Library is home to an impressive archival collection documenting maritime history since the 1700's, including the Marine Society and Sailor's Snug Harbor archives. Students are invited to explore these archives and discover history firsthand. The Library also offers opportunities to publish your scholarship in the college's repository, and event space if you want to organize lectures, presentations, or other events.

Licensing & Cadet Shipping

Taleen Stroud, Director of Licensing and Cadet Shipping

tstroud@sunymaritime.edu

Phone 718-409-7212, Fax: 718-409-4735, Baylis Hall, Student Affairs

Bryan Gill, Coordinator of Cadet Shipping

bgill@sunymaritime.edu

Phone 718-409-3519, Fax 718-409-4735, Baylis Hall, Student Affairs

TBA, Staff Assistant for Licensing and Cadet Shipping

The License Office has oversight of the United States Coast Guard (USCG) license processes and procedures. The department, in conjunction with the academic departments, Health Services, the Regiment, and Registrar, tracks each individual applicant's progress through their academic career and ensures that he/she has met all requirements for obtaining a USCG 3rd Mate or 3rd Assistant Engineer (3rd A/E) Merchant Mariner Credential (MMC) or USCG limited license if Cadet is in the AAS in Marine Technology: Small Vessel Operations program. Oversight consists of quality standards systems that are continuously monitored at the institutional level as well as at the individual student level. The license process builds incrementally towards the issuance of the MMC at graduation. To attain full licensure, Cadets must meet all medical requirements, academic requirements, earn various STCW training certificates which enable them to perform certain duties aboard vessels, accrue the necessary sea time on appropriate tonnage/horsepower vessels, and pass the USCG license exam. Any STCW certifications earned while a student is in a license-degree program will be issued at graduation. All initial USCG examinations will be taken on campus in either August or December, depending on the Cadet's license application and graduation date. For students in license-degree programs, passing all modules (seven for 3rd Mate and eight for 3rd A/E) of the license exam is a requirement of graduation. The Cadet Shipping program gives students the opportunity to gain exposure and experience on commercial ships, working with professional mariners. It is a demanding program and the application process is competitive. The program brings together partnering maritime companies and motivated cadets to develop the skills necessary to function as an effective member of the vessel's crew. The Cadet Shipping Program integrates real-time maritime industry exposure, practical work experience, and independent academic studies to prepare cadets for their U.S. Coast Guard Mate and Assistant Engineer licenses in a professional, industry-supported environment.

Please Note: USCG Program Completion as defined by the 2019-2025 Approval Letter from the National Maritime Center to RADM Michael Alfultis, USMS, dated 28 FEB 2019:

1. *Utilizing the process outlined in the Standard Operation Procedures for the Coast Guard's Interaction with State and Federal Maritime Academies, each academy will certify that Cadets have met all Coast Guard approved program completion (graduation) requirements, subject to spot check and audit, including:*
 - a. *Completion of an approved curriculum of study that includes all required training;*
 - b. *Completion of the appropriate sea service;*
 - c. *Completion of the appropriate Standards of Training Certification and Watchkeeping for Seafarers (STCW) competency assessments; and*
 - d. *Completion of a comprehensive Coast Guard administered examination for the appropriate National Endorsement(s).*
2. *Revalidation Training: Cadets who fail to complete all Coast Guard approved program requirements in a five-year period beginning the first academic period of enrollment in the approved program with no more than one academic term of disenrollment, including summer, must complete the following within the year prior to program completion:*
 - a. *Basic Training (BT). If the Cadet has previously qualified for BT, Coast Guard approved revalidation training may be substituted;*
 - b. *Personal Survival Craft (PSC). If the Cadet has previously qualified PSC, Coast Guard approved revalidation training may be substituted; and*
 - c. *Advanced Fire Fighting. If the Cadet has previously qualified for Advanced Fire Fighting, Coast Guard approved revalidation training may be substituted.*
3. *Cadets who pass the comprehensive National Endorsement examination but are not program complete within one year of passing the examination will be required to reexamine in order to be program complete.*
4. *Non-U.S. Citizens: Cadets who obtain U.S. citizenship within five years of program completion may be eligible for issuance, provided they meet all other requirements including the service requirements outlined in 46 CFR 11.201(c)(2), medical certification, and compliance with any required regulatory changes.*
5. *Given the unique blend of academic, professional and personal situations that arise at the maritime academies, this approval cannot cover every circumstance. Academies should contact the National Maritime Center Academy Point of Contact or the Training and Assessment Division Chief for guidance when situations not covered by regulation, policy or this approval present themselves.*

Mental Health Counseling

Christine D'Amico, LMSW: Mental Health Counselor

cdamico@sunymaritime.edu

Phone: 718-409-3916, Fax 718-409-5901, Health Services, Reisenberg Hall

Office Hours: Monday – Friday 8:00 am- 4:00 pm

Maritime College offers free mental health counseling to all students who are in need of support or individual counseling. Students may see the mental health counselor for a variety of issues, such as depression, anxiety, homesickness, relationship issues, or difficulties adjusting to college life. Counseling services are confidential and information is not shared unless there is a threat to the student or to the safety of others. The mental health counselor can be reached for an appointment via e-mail, phone, or walk-in.

Regimental Affairs

Commandant of Cadets: 718- 409-7350, C-Company

Deputy Commandant of Cadets: 718-409-7442, D-Company

Administrative Assistant: 718- 409-7352, C-Company

The Regimental system is mandated by federal regulations for all students (Cadets) pursuing a United States Coast Guard (USCG) license, but is also an option for those students not seeking a USCG license. The Regiment is a military-style organization and is governed by a set of Rules and Regulations similar to those of federal service academies. Upon acceptance into the Regiment students are required to participate in an Indoctrination period, to familiarize them with the College's Regimental system. The Regimental system offers a vehicle for developing the leadership skills of the Cadets, supports the professional training of the Cadets, and provides a framework for safely managing a large number of Cadets at sea on the training ship. Members of the Regiment must adhere to the general Maritime Student Code of Conduct as well as the Rules and Regulations for the Regiment of Cadets. For more information about the Regimental system, the Rules and Regulations, Indoctrination or any concerns regarding the Regiment of Cadets, please contact a member of the Regimental Affairs Staff at any of the above phone numbers.

Registrar

registrar@sunymaritime.edu

Phone: 718-409-7400, option 1; Fax: 718-409-7264, Baylis Hall, Enrollment Services

Office Hours: Monday- Friday 8:00 AM - 4:00 PM.

The Registrar's Office is responsible for maintaining the academic records for all students, registration related activities, course schedule maintenance, awarding degrees, issuing transcripts, and enrollment certifications. This includes collection and processing of related items including FERPA, change of curriculum, change of status (civilian vs. regimental), leave of absence, withdrawal and transfer credits. All related forms/policies are available on the Registrar webpage or in the Registrar's Office.

Religious/Spiritual Life

Father Mark Vaillancourt, Director of Campus Ministries

mvaillancourt@sunymaritime.edu

The Director of Campus Ministries is dedicated to building a community of faith and compassion on campus. Father Mark is available to all students by appointment and in the Chapel from 7-9 pm every Sunday. He conducts retreats, organizes community service opportunities, and connects students with the greater faith community of the New York area. Houses of Worship of most faiths are located in the local community. Interdenominational services are held on campus in the Chapel with Catholic Mass on Sundays during the school year. There are also several student-led organizations whose mission is to support religious and spiritual needs of the student body on campus.

Student Accounts

Office of Student Accounts

studentaccounts@sunymaritime.edu

Phone: 718-409-7400 option 2, Baylis Hall, Enrollment Services

The Office of Student Accounts generates a bill every semester for tuition, room, board and other fees. All bills are available exclusively on QuikPay, our electronic on-line billing and payment system. To access QuikPay, log into Maritime Self Service, click on Student/ Student Accounts/ QuikPay Ebill. Only students may authorize someone (highly recommended) as an authorized user in QuikPay. All authorized users will also receive an email when bills are generated. . All information regarding payment instructions, payment method, explanation of charges, refund

policy and deferred payment plan information is available on our website. Bills are generated by registration. As per SUNY policy, no student will be allowed to attend classes, participate in the meal plan or move into the residence halls without satisfying their financial obligation to the College with complete payment of the full balance and/or approved payment plan and/or deferral based upon proof of financial aid.

The following is the schedule for the release of the bills for school year 2019-2020

Fall Semester – First week of July 2019

Spring Semester – Last week of November 2019

Summer Sea Term – Last week of March 2020

Summer Ashore Term – First week of April 2020

Student Activities & Orientation

Arianne Romeo, Senior Assistant Dean of Students

aromeo@sunymaritime.edu

Phone: 718-409-7496, Fax: 718-409-4735, Baylis Hall, Student Affairs

Student Activities offers a full calendar of recreational, social, cultural, and educational programs and events for our students. We act as a liaison to MAP (the Maritime Activities and Program board), the SGA (Student Government Association) and student clubs and organizations. Look for monthly calendars and weekly emails and check your Maritime email EVERYDAY! Student Affairs also oversees the campus's Safe Space Training. This is an institution wide program designed to visibly identify students, staff, and faculty members who support the LGBTQ+ population, understand some of the issues facing LGBTQ+ individuals, and are aware of the various LGBTQ+ resources. Trainings are offered multiple times a year.

SGA: STUDENT GOVERNMENT ASSOCIATION

OFFICE LOCATED IN THE FANTAIL GAME ROOM

nymsga@sunymaritime.edu

The NYMSGA is an important part of campus life at SUNY Maritime College, serving the entire undergraduate student body through allocation of the Student Activity Fee. Weekly meetings are held to keep students informed and promote the welfare of the student community by providing an avenue for student expression, social activities, and student services. All students are welcome and encouraged to attend any meeting, bring up concerns, ideas, or just to be more informed on what is happening on campus. SUNY Maritime boasts a wide range of student clubs and organizations. Inquire within the Student Affairs Office for more information on how to get involved. We're sure you'll find something that fits your interests...and if you don't, we'll help you to start a new club! Current student clubs can be found on the Porthole at <https://sunymaritime.collegiatelink.net/>

Title IX Coordinator

Title IX Coordinator

Jasmin Adrienne Nunez

jnunez@sunymaritime.edu; TitleIX@sunymaritime.edu

Phone #: 718-319-1151; Emergency #: 718-514-3147; Baylis Hall, Student Affairs

The Title IX Coordinator has been designated to support SUNY Maritime College's commitment to a working and learning environment that is free from sexual misconduct and sexual discrimination. The Title IX Coordinator is responsible for overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. The Coordinator's responsibilities include managing the investigatory processes and procedures, developing training and education programs/materials, as well as monitoring trends and effectiveness of the Maritime's Title IX educational efforts. The Title IX Coordinator provides options, support, and assistance to students, staff, faculty, and visitors who are victims/survivors of sexual assault, domestic violence, dating violence, stalking, and discrimination based on their sexual orientation and/or gender identity, regardless of whether the crime or violation occurs on campus, off campus, while studying abroad, during shore-side internships, during summer sea term, or during cadet shipping. All victims/survivors of these crimes and violations have rights, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. See the full policy at www.sunymaritime.edu/TitleIX.

University Police

Chief Myron Prymak

MPryjmak@sunymaritime.edu

Non-emergency Phone #: 718-409-7311, Front Gate

Campus safety and security is provided by the University Police Department (UPD), which has a fulltime force of police officers and security officers on duty. The University Police Department is located at the main entrance to the campus and is manned 24 hours a day, 365 days a year. In addition, University Police Officers conduct foot and vehicular patrols on the campus and residence hall areas 24 hours a day, 365 days a year. Officers receive training at a regional Police Academy, that includes penal law, criminal procedure law, first aid, CPR, defensive tactics, crisis intervention and multi-cultural diversity, active shooter, bomb detection.

The mission of the State University Police Department at the SUNY Maritime College is to ensure a safe and secure environment on the college campus, in which the faculty, staff, students and visitors can pursue and achieve the College's academic and leadership objectives without concern for their personal safety or the safety of their or the college's property. This objective is pursued through enforcement of the State University Rules and Regulations and all local, state and federal laws along with the Maritime College Code of Conduct.

Reporting Crimes or Other Emergencies on Campus:

To report a Police, Fire or Medical Emergency on Campus **DIAL 911** from any campus phone.

Special Emergency Blue Light Phones are also located at the entrances to each of the four Residence Halls, in Parking lot 11 near the Jetty, Lot 8 under the bridge, and the walkway between Marvin Tode Hall, the Naval Reserve Center, waterfront area at McMurray Hall, and the walkway behind the Maritime Academic Center. To report an emergency by Cellular phone or to contact the University Police for Non -Emergencies dial 718-409-7311. We encourage you to place this number in your speed dial. Dialing 911 from cellular phones should be avoided, as the call will go to the New York City 911 Call Center and delay response.

Once reported, the University Police Dispatcher will dispatch State University Police Officers to respond to the incident and/or emergency and will notify any additional agencies such as FDNY or EMS as appropriate.

More information on crime reporting, programs to inform and crime statistics are available on the Maritime Web Site in the Maritime College Campus Safety Report.

Missing Student Policy

Most missing-person reports in the college environment result from students changing their routines without informing roommates and friends of the change. For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, friend, family member, or other campus person has not seen or heard from the person in 24 hours or more, with no reasonable explanation for their absence. Consideration is given to the time of day and information available regarding the missing person's daily schedule, habits, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concern for their safety. If a member of the College community has reason to believe that a student is missing, that person should immediately notify one or all of the following individuals:

- University Police Department (UPD): 718-409-7311
- Commandant of Cadets: 718-409-7442/ 347-867-5698
- Dean of Students: 718-409-5879/ 914-557-3838
- Director of Residential Life: 718-409-7488 / 347-514-0921 / 646-841-3643

All efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well-being. If after investigation a student is determined missing for at least 24 hours, the appropriate law enforcement agencies and the student's emergency contact will be notified immediately. If a student is under age 18 and not an emancipated individual, or has failed to designate an emergency contact, UPD is required to notify a parent or guardian. If a student is over age 18, UPD is required to notify the emergency contact the student identified to the College.

Order of Protection

If a student has obtained an Order of Protection and/or believes that he or she is being or may be stalked while on SUNY Maritime College's campus, the student should advise the University Police Department (UPD) and the Dean of Students. If possible, in addition to any Order of Protection, the student should provide UPD and the Dean of

Students with a photo, description, and the vehicle information of the person(s) whose conduct is at issue. The student will be given the phone number of the UPD Office and Dean of Students to be utilized if the student feels threatened while on campus. Additional measures may be utilized to assist with safety for the student in such instances, as deemed feasible by UPD and the Dean of Students. The College will advise local police and cooperate with them if the person named in an Order of Protection or identified as a stalker, appears on campus.

Parking & Motor Vehicle

All students who are eligible for parking privileges must obtain a parking permit and copy of the campus parking regulations from Parking Services or the college website. Temporary and guest parking permits are available from University Police. Cars illegally parked are subject to ticketing, booting or towing, especially if found blocking fire hydrants or fire lanes. Please contact University Police for eligibility requirements. Violating College policies and regulations governing the possession or use of motor vehicles on campus. Violations of this policy include but are not limited to: a) purchasing a parking decal for a car that is registered in the Department of Motor Vehicles to a resident freshman or sophomore, or registered to a parent or family member of a resident freshman or sophomore or anyone else who lives at the same address as the resident freshman or sophomore; b) purchasing a decal for the vehicle of another student or the vehicle of a family member of another student unless they have the same permanent address; c) duplicating, altering or reproduction of any parking decal, temporary parking hang tag, visitor pass, or any other documents relating to obtaining parking privileges in any manner (*is a violation of section 170.05 of the Penal Law (forgery 3rd) and possession of such a forged instrument is a violation of Section 170.20 of the Penal Law (Criminal Possession of a Forged Instrument) and may subject the violator to arrest, prosecution and/or College disciplinary action*). The University Police Department shall fine and withdraw vehicle parking privileges in accordance with SUNY Maritime College Parking Policies and Procedures.

Tips for Guarding Your Own Personal Safety:

- Keep the door(s) to your residence hall room locked at all times.
- Never leave your bags, books, laptop, or other valuables unattended.
- Be aware of your surroundings at all times.
- Be conscious of your body language. Keep your head up, stand up straight, and look alert.
- Walk with others after dark.
- Avoid isolated or poorly lit areas.
- If you are walking to your car or residence hall at night have your keys and ID Card handy so you don't have to start searching for it to unlock your door.
- If you feel that someone is following you, turn and walk in the opposite direction and/or walk to an area where there are lights and people.
- Report any suspicious persons or activity to the University Police. If you feel threatened or unsure, immediately call UPD.
- University Police may be contacted for an escort, if the person feels uncomfortable walking alone at night.

Veteran and Military Affairs

Major General Robert L. Wolf, Associate Director

rwolf@sunymaritime.edu

Phone: 718-409-2258, Fax: 718- 409-4735, Baylis Hall, Student Affairs

The Office of Veterans and Military Affairs facilitates the process for veteran, active duty, reservists and National Guard applicants with the admissions, enrollment, matriculation, institutional research, graduation and career placement. In addition, helps facilitates all Veteran Administration (VA) benefits in accordance with SUNY Maritime College policies, Federal and State Law. In addition, the position helps with both veteran scholarships and tuition assistance for active duty and reservists. The position is responsible for counseling and serves as the ombudsman for veterans, active duty, reservists guardsmen, guardswomen students and dependents utilizing VA benefits. The position carries the responsibility of liaison with the Armed Services in support of Fleet Week and other events and ceremonies as directed. The billet also holds the designation of external liaison in all SUNY Maritime College incident command system responses.

Writing Center (Stephen B. Luce Library)

The Writing Center provides writing assistance from peer tutors free of charge to all students. The tutors focus on brainstorming, rough drafts, and revising for writing projects for all Maritime courses. Students

can establish 50-minute appointments or walk-in during the centers scheduled hours. Students can access the tutor schedules via TutorTrac at <http://maritime.go-redrock.com>.

Find the most current information about Learning Support services:

- Facebook: [SUNYMaritimeCollegeLearningSupport](#)
- Instagram: @MaritimeSuccess
- Porthole: Learning Support Services

Any questions specific to Learning Support can be directed to Maranda L. Miller

Waterfront

Robert Crafa, Waterfront Director

rcrafa@sunymaritime.edu

Phone: 718-409-7460, Fax: 718-409-7354, McMurray Hall

Just steps from the classroom or your Residence Hall room in the heart of campus, Maritime's waterfront provides endless opportunities to enrich the college experience academically and recreationally. On any given day you will find students practicing in lifeboats, preparing for their captain's license, rowing or sailing during a varsity team practice. You can also just have fun on a stand-up paddle board, in a sailboat or by going SCUBA diving as part of one of the many student run clubs. Maritime College's more than 130 years of experience has shown that time on the water is the best setting for Developing Leaders & Producing Champions. You are encouraged to take advantage of all the waterfront has to offer by taking a kayak out, joining 'Learn to Sail' or taking the Safe Powerboat Handling course. The Waterfront is an ideal place to meet new people, try new things and enjoy your college experience.

ADDITIONAL INFORMATION

ATM

Automatic Teller Machines are located in Vander Clute Hall and Fort Schuyler.

Barber Shop and American Cleaners

The Barber Shop is located on the first floor of Vander Clute Hall. If you are a Cadet, your fees allow you unlimited use of the barber shop. All other students may pay per visit. American Dry Cleaners is also available on the first floor of Vander Clute Hall. Please visit both locations for current hours.

Dining Services & Meal Plans

It is SUNY Maritime College policy that all resident students participate in either Meal Plan A, B or E.

All meal plans are optional for commuter students:

- Meal Plan A: *Available to all students, it includes 19 swipes (including weekends) in the Mess Deck and the Outtake Cafés, and \$200 Snack Dollars. Price per semester \$2,615.00
- Meal Plan B: Available to all students, it includes 14 swipes (weekdays only) in the Mess Deck and Outtake Cafés, and \$200 Snack Dollars. Price per semester \$2,300.00
- Meal Plan C: Available to commuter/off-campus students **only**, the plan includes a block of 30 swipes, no restrictions on time/locations. (Monday-Friday only) and \$25 Snack Dollars. Price per semester \$210
- Meal Plan D: Available to commuter/off-campus students **only**, the plan includes a block of 60 swipes, no restrictions on time/locations. (Monday-Friday only) and \$25 Snack Dollars. Price per semester \$390

- Meal Plan E: Meal Plan E: *Available to all students, it includes 19 swipes (including weekends) in the Mess Deck and the Outtake Cafés, and \$200 Snack Dollars. This plan has no restriction on swipe times. Price per semester \$2,750.00

Please note that the eateries are usually closed on holidays/ weekends (i.e. Thanksgiving and/or Winter/ Spring break)

At the beginning of each semester, full-time residential students are automatically enrolled in Meal Plan A.

*If eligible, requests to change your meal plan must be submitted to the Office of Student Accounts by September 10, 2019 for the fall 2019 semester and January 22, 2020 for the spring 2020 semester. A Meal Plan Selection Form is available on the Student Accounts section of the SUNY Maritime College website. Additional “Snack Dollars” may be purchased at the Office of Student Accounts. Unused “Snack Dollars” are forfeited at the end of the academic year.

Dining on Campus

Chartwells Dining Services is proud to serve the Maritime College Community!

Main Mess Deck, Vander Clute Hall

The Bottom Line, McMurray Hall

S&E Outtake Café, Marvin-Tode Hall

Library Outtake Café, Fort

For more information on campus dining, menus, or to ask a question, please visit the Chartwells website at: www.DineOnCampus.com/Maritime

Health Insurance

SUNY Maritime College offers an accident and sickness insurance plan for all full time undergraduate students. Insurance is charged annually to all students registered for 12 or more credits in the fall, for the August to August year. If you are entering the school in the spring semester, you will be charged for insurance for January through August. Insurance information is available to view on the Student Accounts webpage, www.sunymaritime.edu/studentaccounts

Every student will be required to accept or waive the health insurance prior to the due date; for those students participating in Indoctrination, the due date is August 9, 2019, for returning students the due date is August 18, 2019, by logging into <https://www.aetnastudenthealth.com/en/school/686154/index.html>. Insurance information should not be submitted to the Student Accounts Office. The Aetna enrollment/waiver site will open after July 5, 2019. This process must be completed every academic year. The student is required to notify the College if their insurance policy cancelled or their provider is changed during the school year. If you play an intercollegiate sport, it is your responsibility to make sure that your insurance policy will cover you when you are out of this locality.

Students attending SUNY Maritime College who are here on an F-1 or J-1 visa, will automatically be enrolled in the SUNY foreign health insurance provided by GeoBlue (formerly HTH Worldwide). This insurance is billed each semester.

Maritime College requires all students participating in any course which may involve study abroad (any port which is not domestic) to be enrolled in the SUNY Administration mandated foreign health insurance program administered by GeoBlue. All Maritime College students participating in Summer Sea Term, Cadet Shipping (credit or noncredit) or civilian courses that may include foreign travel will be automatically enrolled in the College’s foreign health insurance coverage upon registration. All students who are registered for the fall, winter and spring terms will be charged for the entire term.

The Student Accounts Office will bill the students based upon the total months in the term that the students participate in cadet shipping and itineraries of Summer Sea Term and civilian courses. These charges are non-refundable and non-negotiable unless the course is dropped through the Office of the Registrar. The charge for foreign health insurance is mandated by SUNY Administration and their agreement with GeoBlue.

ID Cards

Baylis Hall, Enrollment Services

SUNY Maritime College uses the Maritime ID card as the official identification card for the campus and must be carried at all times. The ID card is used for the following purposes:

- As a meal card; a meal plan is assigned to individual accounts. Please see above for information regarding meal plan choices.
- As a library card; to check out books and other materials. Privileges are determined by the Library.
- As a building key; all individuals residing in the residence halls use the card to gain access to the building.
- As identification for access to certain areas of campus (i.e. the front gate, computer labs, etc.)
- As identification to pick up refund and pay checks.

Report lost or stolen cards immediately to the Student Accounts/Enrollment Services Office in Baylis Hall. The card will be deactivated. If you find a card, please turn it in to Student Accounts. Note: If you later find your card, it will not be usable and should be turned in to Student Accounts. There is a \$25 replacement fee for a new card, to be made at the Bursar's Office.

Mail Service

Under the auspices of Housing and Residence Life, all students who reside on campus are provided with mail services. The mailroom is located in Vander Clute Hall. Students will be notified via email if they receive anything (i.e. mail and packages). Pick up hours for mail will be posted outside the mailroom. Students are responsible for retrieving their mail in a timely fashion. Mail not picked up within 15 days of notification will be returned to sender. All mail to be delivered to campus should be addressed as follows:

John Smith - A101
SUNY Maritime College
6 Pennyfield Avenue
Throggs Neck, NY 10465

*Failure to include your full name (no nicknames) and room number may result in a delayed mail delivery.

Photo Images

As an enrolled student, you hereby grant permission to SUNY Maritime College and its officers, trustees, employees, agents, students, representatives, successors, licensees and assigns (hereinafter "Maritime College") the right to use your name/photograph/image/audio recording/video recording/ and likeness ("My Image") in all forms and manner including but not limited to the yearbook, publication on Internet Web Sites, broadcasts and any other publications released to or by Maritime College. You understand that Maritime College cannot control unauthorized use of My Image by persons not associated with Maritime College once My Image has been published. You hereby indefinitely waive any right to inspect or approve any publication of My Image by Maritime College. Should you wish to revoke this right, you must, in writing, send a letter to the Office of Student Affairs at Maritime College requesting that this permission be revoked.

Ship Store

Phone: 718-409-7342
Vander Clute Hall

The Ship's Store carries a wide selection of clothing and college logo items, as well as a selection of health and beauty aids and snacks. It provides students with textbooks and school supplies necessary to complete college coursework, including navigation equipment and charts. The Ship's Store also sells all of the required uniform items needed as a Maritime College cadet, including footwear, jackets, shirts, pants, and work clothes. Additional uniform items may be purchased at the Ship's Store along with Uniform insignia. The Ship's store also provides tailoring which is available at the Ship's store. Hours may vary according to the time of year. Check for notices posted at the Ship's Store. Metro Cards and US Stamps are available for purchase in the Ship's Store. You may visit the Ship's store at www.maritime-shop.com

Hours of Operation: Monday – Friday 9:00am – 5:00pm

Saturday
Sunday

10:00am - 4:00pm
Closed

Student Game Room: The Fantail

VanderClute Hall

Our fully renovated student game room is fully equipped with large flat-screen TVs, a pool table, ping pong, games and darts. Look for fun events and game tournaments! Open 7 days a week. Please visit the Fantail for current hours.

SECTION 1 - INTRODUCTION

GENERAL PHILOSOPHY

Maritime College is an academic learning community, committed to providing a positive atmosphere conducive to educational and personal growth. The rights and privileges exercised by any person are always a function of relationship with others. Each person is held responsible, formally and informally, for the way freedom is used. When freedom is used non-constructively, the judicial process can determine the appropriate response to the particular kind of abuse. The College's judicial process includes counseling to help individuals gain self-awareness of the consequences of their actions, its impact on others, and to help increase interpersonal competence through a mature acceptance of responsibility. In all aspects, the judicial process is fundamental to education, a major purpose of which is to help make the wisest possible use of the freedom and to allow students to work, study and reside together in an atmosphere of mutual respect. Generally, through appropriate procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the college's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property of persons at the college or on college-controlled property. In general, jurisdiction for SUNY Maritime judicial matters shall be limited to conduct which occurs on college premises. However, SUNY Maritime reserves the right to apply campus disciplinary procedures for inappropriate student behavior which occurs at off-campus locations whenever the student's conduct, and an activity and/or an event, adversely affects the campus community or undermines the interests and/or mission of the institution. Students are expected to conduct themselves in accordance with the rules and regulations of the College. All students are governed by the procedures and codes found in this section and are expected to know and abide by this code of conduct. In addition, no statement, or lack of provision, in these regulations affects the responsibility of every person to respect and adhere to local, state, or federal ordinances, regulations, or laws. SUNY Maritime College reserves the right to adjudicate campus judicial matters separately and in advance from federal, state or local proceedings. Admission to the College carries with it the expectation that students read and abide by the Student Code of Conduct with all the rights and responsibilities that it implies and by their attendance at Maritime College assumes the obligation to comply with the Student Code of Conduct. All students at the College are responsible for the reading and understanding of the Student Code of Conduct. In addition, cadets are responsible for the reading and understanding of the *Organization, Operations and Regulations Manual for the Regiment of Cadets*.

PARENTAL NOTIFICATION

In October 1998, Congress passed the Higher Education Amendment which permits postsecondary institutions to disclose to parents or legal guardians of students under 21, without their consent, information regarding the student's violation of any federal, state, or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance. The Office of Student Affairs or the Office of the Dean of Students may inform parents of any alcohol or drug violation involving students under 21.

Emergency notification may occur when a current registered student is known to have been involved in an emergency (as determined by the College) on property owned or controlled by the College. In cases where specific information is unavailable, other sources may be utilized to notify a contact. If non-directory information is needed to resolve a crisis or emergency, an educational institution may release that information if the institution determines that the information is "necessary to protect the health or safety of the student or other individuals." Factors considered in

making a decision to release such information in these situations are: (1) the severity of the threat to the health or safety of those involved; (2) the contact's need for the information; (3) the time required to deal with the emergency; and, (4) the ability of the contact to assist in dealing with the emergency. The College may disclose known information without consent, in order to communicate the student's location, their status as a student [if temporarily suspended or otherwise unable to return to the College] and how communication with the student might be achieved. During and after emergencies, entities from and beyond the College, with specific knowledge of the emergency, may also require a student to sign "Consent for the Release of Information Form" before releasing information.

SECTION 2 - STATE & FEDERAL LAWS/POLICIES

RULES & REGULATIONS FOR PUBLIC ORDER

Board of Trustees SUNY Maintenance of Public Order Statutory Authority Education Law 6450

A. Statement of Purpose

The following rules are adopted in compliance with section 6450 of the Education Law and should be filed with the Commissioner of Education and the Board of Regents on or before July 20, 1969, as required by that section. Said rules shall be subject to amendment or revision and any amendments or revisions thereof shall be filed with the Commissioner of Education and Board of Regents within 10 days after adoption. Nothing herein is intended nor shall it be construed, to limit or restrict the freedom of speech or peaceful assembly. Free inquiry and free expression are indispensable to the objectives of a higher education institution. Similarly, experience has demonstrated that the traditional autonomy of the educational institution (and the accompanying institutional responsibility for the maintenance of order) is best suited to achieve these objectives. These rules shall not be construed to prevent or limit communication between and among faculty, students, and administration, or to relieve the institution of its special responsibility for self-regulation in the preservation of public order. Their purpose is not to prevent or restrain controversy and dissent, but to prevent abuse of rights of others and to maintain that public order appropriate to a college or university campus without which there can be no intellectual freedom and they shall be interpreted and applied to that end.

B. Application of Rules

These rules shall apply to all State operated institutions of the State University except as provided in Part 550 as applicable to the State University Maritime College. These rules may be supplemented by additional rules for the maintenance of public order heretofore or hereafter adopted for any individual institution, approved and adopted by the State University Trustees and filed with the Commissioner of Education and Board of Regents, but only to the extent that such additional rules are not inconsistent herewith. The rules hereby adopted shall govern the conduct of student, faculty and other, licensees, invitees and all other persons, whether or not their presence is authorized, upon the campus of any institution to which such rules are applicable and also upon or with respect to any other premises or property, under the control of such institution, used in its teaching, research, administrative, service, cultural, recreational, athletic and other programs and activities; provided, however, that charges against any student for violation of these rules on the premises of any such institution other than the one at which he/she is in attendance shall be heard and determined at the institution in which he/she is enrolled as a student.

SECTION 3 - COLLEGE POLICIES/CODE OF CONDUCT

OVERVIEW

The Dean of Students/Student Affairs has the ultimate responsibility for the judicial process. The prohibited conduct/violations associated with the policies can be found under each article.

OFF CAMPUS MISCONDUCT POLICY

The College expects students to conduct themselves in accordance with the law. Student behavior off the premises of the campus that may have violated any local, state, or federal law, or yields a complaint from others alleging law violations or student misconduct, will be reviewed by either the Dean of Students and/or designee. Upon receipt of a complaint alleging off-campus student misconduct, the Dean of Students or designee, will review the allegations to determine the appropriate course of action by the College. In cases in which criminal or civil action is involved, such action and the College's conduct process will occur simultaneously. The College may elect to defer action until the proceedings of the criminal or civil action have been completed.

POLICIES

ABUSE OF THE JUDICIAL SYSTEM

Abuse of the Judicial System include but are not limited to:

- Failure to obey the summons of a judicial body or College official.
- Falsification, distortion, or misrepresentation of information or testimony before a College official, staff member, and/or judicial body.
- Disruption or interference with the orderly conduct of a judicial proceeding.
- Institution of a judicial proceeding knowingly without cause by filing a false report or statement.
- Attempting to discourage an individual's proper participation in, or use of, the judicial system through intimidation or any other means.
- Attempting to influence the impartiality of a member of a judicial body prior to, during, and/or after a judicial proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
- Influencing or attempting to influence another person to commit an abuse of the judicial system.

ACADEMIC INTEGRITY/NON ACADEMIC INTEGRITY

Absolute integrity is expected of every Maritime student in all academic undertakings. Integrity entails a firm adherence to a set of values, and the values most essential to an academic community are grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. Academic integrity is expected not only in formal coursework situations, but in all College relationships and interactions connected to the educational process, including the use of College resources. While both students and faculty of Maritime College assume the responsibility of maintaining and furthering these values, this document is concerned specifically with the conduct of students.

A Maritime student's submission of work for academic credit indicates that the work is the student's own. All outside assistance should be acknowledged, and the student's academic position truthfully reported at all times. In addition, Maritime students have a right to expect academic integrity from each of their peers.

Students are expected to do their own work in class, on assignments, laboratory experiments, and examinations or tests in accordance with the directions given by the instructor. It is the responsibility of all students to read and understand this statement of College policy on academic integrity. Maritime College considers the violation of

academic integrity a serious matter, and one that will be treated as such.

A student who violates academic integrity may, depending on the nature of the offense, be subject to one or more of the following measures: failure of the assignment or examination, failure of the course, dismissal from the Regiment of Cadets, or dismissal from the College. In addition to facing the Judicial Board, Regimental Students may be brought before a Captain's Mast and/or a Suitability Hearing Board if the violation has occurred on the training ship. For further information, see the Organization, Operation, and Regulations Manual for the Regiment of Cadets.

The first academic integrity violation may be handled and processed by the faculty member. However, the Dean of Students or designee shall have concurrent jurisdiction to adjudicate any instances of academic integrity. Thus, all integrity offenses can be grounds for dismissal or other action initiated by the Dean of Students or designee.

A second academic integrity violation may result in physical and academic removal from the College.

B. Faculty Responsibilities

1. Faculty should take steps to ensure that conditions during an exam or quiz are not conducive to cheating.
2. Faculty members should state clearly in all syllabi that violations of academic integrity will not be tolerated at Maritime College and that acts of academic dishonesty will be penalized in accordance the terms of this article.
3. Faculty members shall define as much as possible what terms like plagiarism mean and what is considered cheating in their course, especially in cases where such terms or instances are not obvious.
4. Faculty members who encounter acts of academic dishonesty are required to report them in writing to the Judicial Board, together with a list of any penalties already imposed (e.g., failure of assignment, failure of course, etc.) and a possible recommendation to the Board of any additional action to be taken. The chairperson of the Board will record the information in a database maintained by the Board. If this is a first offense, the Board will take no further action unless requested by the Faculty member. If this is not a first offense, the chair will convene the Board and review the case.
5. Whenever possible, the faculty member should impound the evidence of suspected dishonesty. If necessary, photocopies should be made. Such evidence will not be returned to the student, but will be kept in the confidential files of the Judicial Board.
6. Failure by the faculty member to execute any of these responsibilities will not constitute grounds for dismissal of charges against a student.

C. Student Responsibilities

1. Students are encouraged to notify the instructor if they observe an act of academic dishonesty. If a student reports such an incident, the instructor shall be obligated to pursue the matter as indicated above. If, in the opinion of the student who has reported the incident, the instructor has not fulfilled their responsibilities in this matter, that student may take one or more of the following steps in an attempt to resolve the situation:
2. Confer with the department chairperson.
3. Confer with the Vice-President for Academic Affairs.

Examples of Academic Integrity/Non Academic Integrity violations include but are not limited to:

- The attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise.
- Plagiarism, the act of presenting another person's ideas, research or writing as your own.
- Obtaining an unfair advantage.
- Falsification of official documents.
- Collusion is lending assistance or failing to report witnessed acts of academic misconduct.
- Providing false information to any College official, faculty member or office.
- Forgery, alteration, or misuse of any College document, record, or instrument of identification.
- Tampering with the election of an officer of any College-recognized student organization.
- Aiding, abetting, or procuring another person to violate a College policy.
- Academic Dishonesty (i.e. cheating, plagiarism, obtaining unfair advantage, falsification of official signature,

falsification of college documents).

- Sabotage of Academic Activity (interfering with, or sabotaging an academic activity. Sabotage includes, but is not limited to: removing, concealing, damaging, destroying, or stealing materials or resources that are necessary to complete or to perform the academic activity; tampering with another student's work).

ALCOHOL

Student use, consumption, possession, or transportation of alcoholic beverages is prohibited on the College grounds, the training ship, and /or any vehicle or craft belonging to or in custody of the College. Cadets returning to the training ship under the influence of alcohol are subject to disciplinary action for this offense. The legal maximum limit of Blood Alcohol Concentration (BAC) as determined by Breath Alcohol Concentration (BrAC) is 0.08 percent in New York State for those over 21 years of age; it is expressly prohibited for those under twenty-one years of age. On the Training Ship the BrAC is .04. Violation of this limit means the student is “per se” intoxicated. In cases where Maritime is unable to verify BrAC, symptoms that indicate intoxication include, but are not limited to; slurred speech, loss of control of fine motor movement and coordination, staggered gait, vomiting, impaired balance and confusion. By enrolling at SUNY Maritime College, a cadet has implied consent to taking a breathalyzer test to determine their BAC. If UPD or a staff member asks a suspected intoxicated Cadet to yield to a breathalyzer, the cadet is required to do so; failure to submit to a breathalyzer will result in an automatic failed test result.

Cases where injury, referral to a hospital, vandalism, use of a vehicle while under the influence, police involvement, or actions bringing discredit to Maritime College will be referred to the Dean of Students and/or Deputy Commandant of Cadets to determine sanction(s) to be placed on the student. Events at which alcohol is served may be authorized under certain special circumstances where the vast majority of attendees will be 21 years of age or older. Individuals involved in the serving of alcoholic beverages must also be 21. Students who dispense or furnish alcoholic beverages to underage students are in violation of College policy and of New York State Law.

It should be noted that the presence of empty alcoholic beverage containers in or about residence rooms, halls and/or College grounds is prima facie evidence of use, consumption, and/or transportation. Students found in violation of the College alcohol policy will be referred to the Dean of Students for adjudication. While procedures have been developed for addressing violations of the campus alcohol policy, respect for issues of student privacy and security from unreasonable intrusions will be consistent with policy and past practice. The College will comply with the requirements of the New York State Alcohol Beverage Control Law. Amendments to the law provide that, “No person under the age of 21 shall possess any alcoholic beverage with the intent to consume such beverage.”

Alcoholic beverages are not permitted in residence halls and no events will be approved in which alcohol will be served or consumed in the residence halls. Residents are subject to all local and state laws concerning the use, possession, sale, and transportation of alcoholic beverages. College policy prohibits open containers of alcoholic beverages in all outside areas on the campus. Bringing alcoholic beverages to any public or private event on campus is not permitted.

Students are also advised of the following provisions of New York State law:

- Violators are subject to a fine of up to \$50 per offense, but are not subject to arrest. Alcoholic beverages involved in alleged violations of this law may be seized by authorized law enforcement officials, including University Police officers. Disposal and destruction of seized alcoholic beverages are also authorized but cannot be carried out until three days after the initial appearance date, unless otherwise ordered by a court.
- Persons under the age of 21 who present falsified or fraudulently altered proofs of age for the purpose of purchasing or attempting to purchase alcoholic beverages are guilty of a violation, punishable by a fine up to \$100 and a community service requirement of up to 30 hours. Previously, violations of this section were punishable only by the imposition of a one year probationary period and a fine.
- A person under the age of 21 who represents an altered New York State driver’s license for the purpose of illegally

purchasing an alcoholic beverage may be subject to a suspension of that driver's license for up to 90 days and may also be required to apply to the Department of Motor Vehicles for a restricted use driver's license following the suspension.

- No person shall sell, deliver, give away, permit, procure to be sold, delivered, or given away, any alcoholic beverages to any intoxicated person or any person under the influence of alcohol.
- Any person who shall be injured in person, property, means of support or otherwise by an intoxicated person, or by reason of the intoxication of any person, whether resulting in his/her death or not, shall have a right of action against any person who shall, by unlawfully selling to or unlawfully assisting in procuring liquor for such intoxicated person, have caused or contributed to such intoxication; and in any such action, such person shall have a right to recover actual and exemplary damages.
- Social host liability creates civil liability for anyone who knowingly furnishes alcoholic beverages to any intoxicated person under the legal age of purchase if intoxication results in injury or damages to a third party.

ALCOHOL AND/DRUG USE AMNESTY IN SEXUAL AND INTERPERSONAL VIOLENCE CASES

The health and safety of every student at the State University of New York and its State-operated and community colleges is of utmost importance. SUNY Maritime College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. SUNY Maritime College strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to SUNY Maritime College officials or law enforcement will not be subject to the College's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

- ***Alcohol***

- Student use, consumption, possession, or transportation of alcoholic beverages is prohibited on the College grounds, the training ship, and/or any vehicle or craft belonging to or in custody of the College.
- Events at which alcohol is served may be authorized under certain special circumstances where the vast majority of attendees will be 21 years of age or older, individuals involved in the serving of alcoholic beverages must also be 21.
- The College will comply with the requirements of the New York State Alcohol Beverage Control Law. Amendments to the law provide that, "No person under the age of 21 shall possess any alcoholic beverage with the intent to consume such beverage."
- Alcoholic beverages are not permitted in residence halls and no events will be approved in which alcohol will be served or consumed in the residence halls.
- It should be noted that the presence of unopened or empty alcoholic beverage containers in or about the College grounds is prima facie evidence of use, consumption, and/or transportation.
- The first alcohol violation may result in mandatory alcohol treatment with the College counselor. A second alcohol violation may result in offense and the student may be physically and academically removed from the College for no less than one (1) year. The student may apply for reinstatement to the College by making a formal application to either the Dean of Student Affairs. Under no circumstances shall a student be readmitted to the College without supplying proof of alcohol intervention from a health care provider.
- Any act of harassment, violence of any kind, vandalism, harassment, hate/bias crimes which may be the result of alcohol may result in suspension/expulsion.

On campus resources for alcohol include:

Christine D'Amico, LMSW*
SUNY Maritime Mental Health Counselor
Riesenberg Gymnasium
cdamico@sunymaritime.edu

Fr. Mark Vaillancourt*
SUNY Maritime Campus Ministries
By appointment
mvaillancourt@sunymaritime.edu

Health Services Staff*
Health Services Department
Riesenberg Gymnasium

University Police, Front Gate
Emergency: 911
Non-Emergency: 718-409-7311

**indicates confidentially ensured*

ANIMALS (SERVICE ANIMALS/PETS)

“Service animal” is defined by the Americans with Disabilities Act, as amended (ADA), as any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to: guiding individuals with impaired vision; alerting individuals with impaired hearing to intruders or sounds; providing minimal protection or rescue work; pulling a wheelchair; or fetching dropped items. (28 Code of Federal Regulations (CFR) Part 36, Subpart A – General, 36.104 Definitions).

Student requests for disability accommodations, including requests to have a service animal accompany a student on campus, in classrooms and in SUNY Maritime’s housing facilities, are determined by the Dean of Students and/or the Office of Accommodations. Students can reach the Office of Accommodations at 718-409-7348.

A service animal may be removed from a Maritime facility or program if the animal’s behavior or presence poses a direct threat to the health or safety of others. For example, a service animal that displays vicious behavior towards people may be excluded. Excessive barking in a classroom or during a program is an example of disruption. Service animals may also be excluded in areas where the presence of a service animal fundamentally alters the nature of a program or activity, or is disruptive. Examples may include, but are not limited to: research labs, areas requiring protective clothing, food preparation areas, and animal research labs.

Leash: Dogs must be on a leash at all times, unless impracticable or unfeasible due to owner/keeper’s disability.

Under Control: The owner/keeper of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/keeper.

Cleanup Rule: The owner/keeper of a service animal must ensure cleaning up of any Maritime property the animal might soil.

Health: Animals to be housed in Residential Life must have an annual clean bill of health from a licensed veterinarian submitted to the Dean of Students and/or Office of Accommodation Services.

Pets are not allowed in Maritime buildings, except those authorized for individuals with documented disabilities who

may need such assistance, or as authorized to fulfill a class assignment, or as necessary to participate in a College-sponsored program or activity. No resident shall have or harbor unauthorized pets or other wild or domestic animals in the residence halls, caged or otherwise. Fish are authorized, excepting piranha, in a tank no larger than 10 gallons. Pets are not barred from Maritime grounds, provided they are leashed (or caged as appropriate) and the owner removes any waste matter.

ARSON

Arson is the willful or malicious burning of property (such as a building) especially with criminal or fraudulent intent. Arson includes but is not limited to:

- Committing acts of arson, creating a fire hazard, or unauthorized possession or use of flammable materials or hazardous substances.

ASSAULT

An assault is carried out by a threat of bodily harm coupled with an apparent, present ability to cause harm. Examples of violations regarding Assault include but are not limited to:

- Inflicting bodily harm upon any person.
- Taking any action for the purpose of inflicting harm upon any person.
- Threatened use of force upon any person.
- Subjecting another person to unwanted physical contact.

BIAS CRIMES/INCIDENTS (*see Discrimination complaints & sexual violence reporting, policies and response*)

BULLYING

Bullying is systematically and chronically inflicting physical hurt or psychological distress on one or more individuals. It is further defined as unwanted purposeful written, verbal, non-verbal or physical behavior including, but not limited to, any threatening, insulting, or dehumanizing gesture by a student that has the potential to create an intimidating, hostile, or offensive educational/living environment or causes long-term damage, discomfort or humiliation; or to unreasonably interfere with another individual's school performance or participation; is carried out repeatedly; and is often characterized by an imbalance of power. Bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyber-stalking
- Cyber-bullying
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of school or personal property
- Social exclusion, including incitement and/or coercion
- Rumors or spreading of falsehoods

COMPUTERS/TECHNOLOGY/CYBERBULLY & SOCIAL MEDIA

Acceptable use of any computing, networking and communications resources provided by SUNY Maritime College is that use which strictly serves the mission of the College. Any other use is considered an unacceptable use of resources. SUNY Maritime College's computing, networking and communications resources are for the use of its

students, faculty, staff and guests and are only provided for the academic, educational, business and approved research purposes of the College. Unauthorized access or entry into a computer, computer system, network, software, or data is prohibited. Unauthorized alteration of computer equipment, software, network, or data is prohibited. Unauthorized downloading, illegal downloading of music, copying, or distribution of computer software or data prohibited or using any device or technology to copy or capture an image or the content of any SUNY Maritime College materials (such as tests or exams) without permission of a teacher or administrator, is prohibited.

Maritime College policy specifically prohibits any form of cyber bullying. Cyber bullying is defined as bullying that involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. This communication includes but is not limited to: the Internet, Facebook, social networks, cell phones and/or other devices to send or post text or images intended to hurt or embarrass another person. Photographing, videotaping, filming, digitally recording, or by any other means secretly viewing, with or without a device, another person without that person's consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy is prohibited. Violations of this policy includes but is not limited to:

- Misuse or abuse of the College computer system, voice mail or telephone services as defined by the College. This includes but is not limited to:
- Unauthorized use or abuse of your computer account (i.e Digital Millennium Copyright Act).
- Sending abusive or threatening messages to students, faculty, or staff.
- Repeatedly sending messages with no appropriate intent (i.e. spam, etc...)
- Accessing a student or staff account without authorization.
- Using a College office computer account without authorization.
- Failure to comply with College policies on computer, voice mail and telephone service.
- Unauthorized use or abuse of computer time and/or computer systems, information, passwords, or computerized data.

DAMAGE TO PROPERTY/RECKLESS ENDANGERMENT

Any action that causes damage or which would tend to cause damage to the property of the College or property of a member of the College community or other personal or public property. Violations of this policy includes but is not limited to:

- Taking any action that creates a substantial risk such that bodily harm could result to any person. These include but are not limited to:
- Objects or people on window ledges.
- Use of weapons of any kind for any purpose.
- Throwing objects.
- Use of fireworks.
- Jeopardizing the physical or emotional safety of oneself or another.
- Fire Regulations – tampering with equipment.
- Setting fires.
- Initiating or reporting false alarms.
- Discharging fire extinguishers.
- Tampering with safety or fire-fighting equipment.
- Hampering fire evacuation procedures.

DISRUPTIONS (IN/OUT OF CLASSROOMS) /DISORDERLY CONDUCT

Instructors have the responsibility to maintain an effective learning environment in their classrooms and to deal promptly with any disruptions that interfere with this environment. Faculty has the right to teach and students have the right to learn; no one student will be permitted to infringe on these rights. A faculty member, in reasonably

discharging this responsibility and acting in accordance with these guidelines on disruptive students in the classroom, shall receive College support and, whenever necessary, legal protection. An instructor has the responsibility, therefore, to remove, without physical force, a disruptive student from the classroom. Upon request of the instructor, the student must immediately leave. If the disruptive student refuses to leave on request or there is a concern for the safety of students, or self, the instructor has the option of either dismissing the class or calling University Police depending on the gravity of the situation.

Consistent with a philosophy of progressive discipline, when a student is ejected from a class for the first time, it shall be for that class period only. The instructor shall submit, promptly, a written report of the incident to the Dean of Students, with copies to the department chair, and the student's curriculum chair. In addition, if the situation is threatening enough to have called University Police, the instructor must notify the Dean of Students and/or Commandant of Cadets immediately. The instructor shall be prepared to provide any additional supporting information and to prepare charges against the student when appropriate. Any subsequent incident reported to the Dean of Students and/or Commandant of Cadets involving the same student in any class would result in appropriate administrative action by the Dean of Students and possible referral for disciplinary action by the College Judicial Board. The consequences of each action may include denying the student further access to the class or other disciplinary action, including dismissal from the College.

Obstructing or disrupting College activities, including but not limited to, teaching, research, administration, disciplinary procedures, or other authorized activities including public service functions. It can include participation in campus demonstrations which disrupt the normal operations of the College and infringes on the rights of other members of the College community by leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

Examples of violations regarding Disruptions/Disorderly Conduct include but are not limited to:

- ***Disruption*** - Including but not limited to:
 - Disruption or obstruction of teaching, research, administration, or other College activities, including its public-service functions on or off campus, or other authorized non-College activities.
 - Leading or inciting others to disrupt activities associated with the operations of the College.
 - Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
- ***Disorderly Conduct***
 - Conduct which is disruptive, lewd, or indecent, regardless of intent, which breaches the peace of the community.

DRUGS

Student use, consumption, possession, or transportation of narcotics and/or illegal drugs is prohibited on college grounds, the training ship, and/or any college vehicle. It should be noted that possession of paraphernalia associated with drug use is prima facie evidence of use and/or possession. "Drugs" are considered to be any mind-altering substances, regardless of legality, including but not limited to opiates, barbiturates, amphetamines, marijuana, hallucinogens, "designer drugs," and illegal steroids, except for legally authorized doses for medical purposes. Banned substances include but are not limited to, the following:

- Controlled substances requiring a prescription, but are obtained without a physician's order, such as methedrine (speed), amphetamines (Ritalin, Adderall, etc.), antidepressants (Prozac, etc.), sedatives and barbiturates, tranquilizers, and pain killers (Valium, Vicatin, etc.).
- Narcotics, such as morphine, heroine, codeine, ketamine, and cocaine in any form.
- Chemical substances and organic matter, such as LSD (Acid), marijuana, hashish, THC, Peyote buttons,

mescaline, DMT, DOM, STP, etc.

- Designer drugs, including but not limited to: synthetic marijuana (K2, Spice, herbal potpourri).

Unauthorized (without prescription) use or possession of any of the above is an illegal act. Use, possession, or sale of these substances may also result in legal action. The College will remain cognizant of its responsibility to civil matters.

Any student who is involved with drugs is encouraged to consult the Health Services for help. Information given to a College health care provider or Counselor is privileged and the provider cannot voluntarily disclose it to anyone and cannot be forced to testify to it in court or elsewhere. Other members of the staff or other students may also help with drug problems; however, students should realize they are not necessarily bound by confidentiality.

Action taken by the College in all cases of drug violation will be guided by a concern both for the emotional and physical welfare of the student involved and for the maintenance of a suitable educational environment for all members of Maritime College. Drug violations include but are not limited to:

- Possession, sale, consumption, distribution or being knowingly in the presence of narcotics or other controlled substances is prohibited except as expressly permitted by law.
- Further, any items that can be utilized for or are designed for the use of drugs (i.e. bowls, bongs, etc.) are not allowed on campus property.
- Any student found guilty of possession and/or use of illegal drugs shall be physically and academically removed from the College for no less than one (1) year. Cadets must surrender their USCG documents, and the USCG will be notified. The student may apply for reinstatement to the College by making a formal application to either the Dean of Students or the Commandant of Cadets. Under no circumstances shall a student be readmitted to the College without supplying proof of drug treatment from a health care provider.
- Possession, sale, consumption, distribution or being knowingly in the presence of narcotics or other controlled substances is prohibited except as expressly permitted by law.
- Further, any items that can be utilized for or are designed for the use of drugs (i.e. bowls, bongs, etc.) are not allowed on campus property.

Any student found guilty of possession and/or use of illegal drugs shall be physically and academically removed from the College for no less than one (1) year. Cadets must surrender their USCG documents, and the USCG will be notified. The student may apply for reinstatement to the College by making a formal application to either the Dean of Students or the Commandant of Cadets. Under no circumstances shall a student be readmitted to the College without supplying proof of drug treatment from a health care provider

Cadets only:

Federal law requires periodic or random drug testing of students prior to training cruises, cadet shipping, or taking of a U.S. Coast Guard physical examination. All students who are enrolled in a curriculum leading to a U.S. Coast Guard license and/or are participating in the Regiment of Cadets are automatically subject to random drug testing without prior notice. Please refer to the **Organization, Operations and Regulations Manual for the Regiment of Cadets** for further information.

On campus resources for drugs include:

Christine D'Amico, LMSW*
SUNY Maritime Mental Health Counselor
Riesenberg Gymnasium
cdamico@sunymaritime.edu

Fr. Mark Vaillancourt*
SUNY Maritime Campus Ministries
By appointment
mvaillancourt@sunymaritime.edu

Health Services Staff*
Health Services Department
Riesenberg Gymnasium

University Police, Front Gate
Emergency: 911
Non-Emergency: 718-409-7311

**indicates confidentially ensured*

DUMPING AND LITTERING

Dumping or littering may include but is not limited to the act of dropping and leave objects such as aluminum cans, cardboard boxes or plastic bottles on the ground and leave them there indefinitely or for others to dispose of as opposed to disposing of them properly. Dumping and littering violations include but are not limited to:

- Depositing, dumping, littering or otherwise disposing of any refuse on College property, except in duty designated refuse depositories.

FAILURE TO COMPLY/ABIDE

Failing to comply with the directions of an authorized College official, faculty or staff member acting in the performance of his or her duties, or any other person responsible for a facility or registered function acting in accordance with those responsibilities. It is the responsibility of the College official or person acting on behalf of the College to identify him or herself and to state the reasons for the direction that is given. Compliance with this regulation does not supersede the right not to incriminate oneself. Violations of Failure to Comply/Abide include but are not limited to:

- Failure to comply with reasonable and lawful requests or directives of College officials or law enforcement officers acting in the performance of their duties and/or interference with faculty, staff, or student-staff acting in the performance of their official duties.
- Attempting to, or successfully evading, avoiding, or delaying questioning by a school employee or UPD officer.
- Failure to show proper student identification or other identification to any faculty, staff, or student to staff in the performance of her/his official duties.
- Violation of federal, state, and/or local laws.
- Violation of published College policies, rules, and regulations (i.e. Code of Conduct, Academic Policies, etc...)
- Failure to show proper student identification or other identification to any faculty, staff, or student to staff in the performance of her/his official duties.
- Failure to carry student identification.
- Aiding, abetting, or procuring another person to violate a College policy.

FRAUD

Responsibility for one's own actions is a cornerstone principle in the sound structure of a living, learning society, and a necessity in the development of personal character. Furnishing false information to the College or others with intent to deceive is a personal abrogation of such responsibility, which is contrary to the well-being of a college community. Fraud includes, but is not limited to:

- Forging alteration, or misuse of College property, including library material, private property on the campus, auto decals, identification cards, grade reports, or other personal identification instruments requested by an official. This includes using another student's ID card to get meals at the dining center.

GAMBLING

Gambling, including, but not limited to, contests of chance, illegal lottery and policy for money or something of value, promoting or advancing gambling, gambling using College computing/network facilities, possessing gambling devices or gambling records is prohibited at the College and on board the training vessel at any time. Gambling violations include but are not limited to:

- Gambling on College property or at College-sponsored or supervised functions for money or stakes is prohibited.

HARASSMENT

In addition to harassment on the basis of legally protected status, SUNY Maritime College prohibits harassment of students on any basis, which the College defines to include, persistent, severe, pervasive, unwelcome, and inappropriate conduct that actually or potentially interferes with a student's ability to work or learn. The College reserves the right to take disciplinary action based on such conduct whether or not it meets with the legal standards of discrimination or harassment. Harassment violations include but are not limited to:

- Action(s) which recklessly and/or intentionally endanger(s) the mental or physical health of any individual and/or results in a cessation of normal activities and operations of the College.
- Persistent, severe, pervasive, unwelcome, and inappropriate conduct that actually or potentially interferes with a student's ability to work or learn

HAZING

Hazing is a serious violation of College policy and New York State law. Maritime College policy specifically prohibits any person, either singly or in concert with others, shall for the purpose of initiation into or affiliation with any organization or group, recklessly or intentionally take any action or create or participate in the creation of any situation that endangers the mental or physical health of another person. This includes, but is not limited to:

- Forced or required participation in physical activities such as calisthenics, exercises or games.
- Any form of tattooing or branding.
- Forced, coerced or required consumption of alcohol or other drugs.
- Any form of physical brutality, including paddling, striking with fists, open hands or objects.
- Participation in illegal activities.
- Intentional or reckless engagement in conduct that creates a substantial risk of physical injury to another person.
- Forced, coerced or required consumption of any food or other substance.
- Creation of excessive fatigue or sleep deprivation.
- Any act that causes psychological harm, embarrassment, ridicule or emotional distress to any individual.
- Forced or required inappropriate dress, full or partial nudity in any situation for any reason.
- Any action which endangers the mental, emotional, or physical health or safety of a student, or which

destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization or team whose members are or include students at the State University of New York College at Maritime College (NOTE: A person commits a hazing offense if the person engages in hazing; solicits, encourages, directs, aids or attempts to aid another engaging in hazing; or intentionally, knowingly, or recklessly permits hazing to occur).

It should be noted that students found responsible for hazing and other violations of the Student Code of Conduct which lead to the death or serious injury of another person will receive, as part of their sanctions a Permanent Transcript Notation (PTN) in addition to whatever other sanctions are placed upon the student. Further information on the College's stance on Hazing can be found in the *Organization, Operation, and Regulations Manual for the Regiment of Cadets*.

HOUSING AND RESIDENTIAL LIFE

Any violation of the Housing and Residential Life policies, may result in a Failure to Comply charge.

KEYS

The College is interested in protecting the property, privacy, and safety of the College and individuals within the College community. Office keys are issued selectively. Students are held financially and legally responsible for misuse or loss of office keys and re-coring of locks as necessary. A key violation may include but is not limited to:

- Unauthorized possession, duplication, or use of keys (including key cards) to any College premises or vehicles.

POSTING POLICY

All posting must be approved by the Office of Student Affairs and/or the Office of Residence Life (located in Baylis Hall). All postings that are not in an approved location will be removed. All posted material must be consistent with the mission of the College and not be in violation of College Policy or Federal and/or State Law.

Approved Areas:

- All general use bulletin boards located in Academic and Residential buildings
- All Roto-Cubes

Prohibited Areas:

- Locked bulletin boards/boards labeled for specific postings/groups
- Painted surfaces (walls)
- Glass surfaces (windows, mirrors)
- Sidewalks
- Restrooms
- Vehicles
- Lamp poles
- Faculty office bulletin boards
- Trash Cans
- Stairwells

Violations include but are not limited to

- Posting unapproved flyers in any location
- Posting approved flyers in/on a prohibited area

SAFETY REGULATIONS – FIRE

Maritime College takes fire safety seriously and expects students to take personal responsibility for their own fire safety as well.

Evacuation

All building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel or by UPD. Do not use elevators during an emergency evacuation. When the building evacuation alarm is sounded or when told to leave by a Maritime College staff member, or emergency official, walk quickly to the nearest marked exit and ask others to do the same. Once outside, move least 300 feet from the building. Do not return to an evacuated building until advised by the Fire Department or UPD.

Policies

- No student shall set or cause to be set any unauthorized fire in or on College property.
- No student shall intentionally cause a false fire alarm.
- No student shall tamper with fire safety equipment (e.g., fire extinguishers, hoses, smoke detection systems, carbon monoxide detectors, sprinkler systems, etc.).
- Tampering with smoke and/or carbon monoxide detectors includes but is not limited to: removing from location, twisting or loosening, covering it with anything.
- All persons must vacate building and/or campus housing when an alarm sounds. Regular unannounced fire drills are required by state fire regulations and all persons in building and/or campus housing must participate in the drills when they occur.
- Students may not block the fire exits of any campus building for any reason.
- Should a smoke detector malfunction, the problem should be immediately reported to either the Housing department (if in Housing building) or UPD for all other buildings.
- No flags or other coverings may be placed under or over electric lights, heat-actuating fire detection devices, smoke detectors, or fire extinguishers in campus housing.
- Covering or hanging anything on or near sprinkler heads is prohibited.
Committing acts of arson, creating a fire hazard, or unauthorized possession or use of flammable materials or hazardous substances.
- Falsely reporting a bomb, fire, or any other emergency by means of activating a fire alarm or by any other means.
- Tampering with any fire equipment, including but not limited to: smoke and/or carbon monoxide detectors, fire extinguishers, hoses and sprinkler systems.
- Unauthorized possession, use, or alteration of any College emergency or safety equipment.
- Failure to evacuate a building or other structure during an emergency, or during emergency drills.
- Actions that create a substantial risk such that the safety of an individual(s) is compromised.

SEXUAL MISCONDUCT (*see Discrimination complaints & sexual violence reporting, policies and response*)

SMOKING

The College is primarily smoke free. Smoke free zones include all College buildings, interior of St. Mary's pentagon, Fort Schuyler inner gorge, the pier area, within 25 feet of any building entrance, windows, or any other ventilation point. This smoke free zone includes the Mess deck, Heritage Hall and the Quad, dormitory rooms, corridors, study areas, stairwells and recreational areas.

Smoking (cigarettes, electronic cigarettes, vaping, cigars, hookas and pipes) in the residential area is only permitted in the gazebos provided for that purpose. The residential area encompasses the western end of Riesenberg Hall (gymnasium) to Reeder Street behind the residences, the street running between Baylis and the seawall to and including the TIV. Smoking violations include but are not limited to:

- Smoking in unauthorized areas of campus as outlined above.
- The sale of cigarettes and other tobacco products is prohibited anywhere on College property.

SOCIAL MEDIA GUIDANCE

As social media and technology have become an integral part of everyday communication, it is essential that cadets and students consider the ramifications of the inappropriate use of social media and associated technology. Social media does not alleviate the responsibility of students to adhere to the student handbook (especially regarding the Student Code of Conduct) and any/all regular applicable student / cadet policies, standards of conduct, and applicable law. While there is freedom of expression, with the use of social media, students are not free to engage in activities referred to as “bias incidents/crimes”. Additionally, students have a right to privacy and should not be filmed by other students unknowingly. Privacy laws should not be violated.

Other information for the use of social media are as follows:

- Confidentiality: Do not post confidential information about Maritime, our students, alumni, or employees.
- Copyright: Consider intellectual property and copyright before you post. Maritime College disclaims any liability arising from a user’s posting or submission of content on the internet.
- Maritime College logos: Do not use Maritime College logos or other institutional representations on personal social media sites.

Recognized Student Affairs organizations may establish a social media presence with the approval of the Dean of Student Affairs. When posting on behalf of student organizations:

- Be professional: We expect users to respect the rights of others. The College monitors messages posted on official pages and will remove posts if deemed offensive. All posts are representative of the opinions of the user and do not necessarily reflect the opinions of Maritime College. If you see a post that you consider objectionable, please e-mail: idelgado@sunymaritime.edu
- Be responsive: When you use social media, you are engaging in a conversation. If questions are posed, respond in a timely manner.
- Be thoughtful: Think before you post. Consider the privacy of others as posts can be copied, forwarded and may be searchable. While colloquial language is appropriate for social media platforms, it is important to retain a professional and respectful tone.
- Be truthful: Strive for accuracy in all of your posts, and thoroughly identify yourself and your role at the College. You must also make it clear that your views do not necessarily reflect those of the College, including referring to yourself as “I” rather than “we,” which would suggest that your views represent that of the College.

THEFT

Theft is defined as the wrongful taking and carrying away of the personal goods or property of another. Theft violations include but are not limited to:

- Attempted or actual theft of College property or services or property belonging to any member of the College community.
- The unauthorized possession of College property or property belonging to any member of the College community.
- Unauthorized use or abuse of computer time and/or computer systems, information, passwords, or computerized data.

- Obtaining or attempting to obtain telephone service by any devious means, including but not limited to: unauthorized charging of another person for service, utilizing fraudulent mechanical means to gain service, and/or tampering with connections, facilities, or documents.

UNAUTHORIZED ENTRY

There are many reasons why certain areas of the College are at times “off limits” to many personnel. These include safety, security, and organizational needs, to name a few. Persons entering College spaces plainly marked as such, or locked spaces that are not their own rooms, without the expressed permission of a College official duly authorized to do so shall be guilty of unauthorized entry. College spaces include, but are not limited to, classrooms, residence hall rooms, storage rooms, office spaces, maintenance spaces, dining commons, gym, student government spaces, vehicles (locked or unlocked), staff/faculty residences and library. Violations of unauthorized entry will result in disciplinary action. Unauthorized entry violations include but are not limited to:

- Unauthorized entry to or use of a College or private room, building, structure, vehicle, facility, or roof top.
- Organizing or carrying out unlawful or unapproved activity on College property.

VANDALISM

The willful or ignorant destruction, damage or defacement of property belonging to others has been defined as vandalism which is a detriment to the College community. This policy covers not only College-owned property, but that of others as well–Violations include but are not limited to:

- The willful or ignorant destruction, damage or defacement of property

WEAPONS/DANGEROUS OBJECTS

The possession, storing, carrying, or use of any weapon, ammunition, explosive or item potentially hazardous by any person is prohibited on all SUNY and College property except by authorized law enforcement officers and other persons specifically authorized by the President of the College.

Possession or keeping of a deadly instrument on campus (including in any vehicle) or use of any object with intent to harm another is prohibited. This includes, but is not limited to, firearms, explosives, explosive devices, knives, blackjacks, chukka sticks, brass knuckles, sling shots, kung fu type weapons, fireworks, firecrackers, CO2 type firearms, spring powered firearms, chemical or pepper aerosol spray, and bows/arrows. Any pocket knife not issued, or specifically approved by the College is prohibited. Paintball guns and paintball markers are generally prohibited. They may only be used on the property of the College in connection with authorized College activities and only at approved locations. This policy applies to the campus, College vessels, College vehicles and at any College sponsored off-campus event. Violators will be subject to criminal prosecution and/or disciplinary action from the College. Students who are aware of an unauthorized weapon on-campus are strongly encouraged to notify the University Police and Dean of Students immediately. Weapons and dangerous objects violations include but are not limited to:

- Possession of, keeping of, or selling a deadly instrument on campus (including in any vehicle) or use of any object with intent to harm another. This includes, but is not limited to, firearms, explosives, explosive devices, knives, blackjacks, chukka sticks, brass knuckles, sling shots, kung fu type weapons, fireworks, firecrackers, CO2 type firearms, spring powered firearms, chemical or pepper aerosol spray, and bows/arrows.
- Possession or keeping of any pocket knife not issued, or specifically approved by the College is prohibited.

DISCRIMINATION COMPLAINTS & SEXUAL VIOLENCE REPORTING, POLICES, AND RESPONSE

Maritime College is committed to maintaining an environment that encourages and fosters appropriate conduct among all persons and respect for individual values. Accordingly, Maritime College does not tolerate discrimination in its employment, programs, and activities, whether based on race, color, national origin, sex, gender, gender identity, religion, ethnic background, age, disability, marital status, sexual orientation, military service status, genetic information, pregnancy, familial status, citizenship status (except as required to comply with law), or any other criterion prohibited by applicable federal, state, or local laws.

In its continuing effort to seek equity in education and employment, and in support of federal and state anti-discrimination legislation, Maritime College has adopted Harassment, Discrimination, and Bias Incident Policies and a Sexual Violence Policy.

Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in these procedures is strictly prohibited and may result in disciplinary action.

I. DEFINITION OF TERMS AND PROHIBITED CONDUCT

A. Terms used Throughout this Policy

Accused Individual: A person accused of a violation who has not yet entered a judicial or institutional administrative conduct or review process.

Affirmative Consent: Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender, gender expression or gender identity.

The following are principles that apply to the above definition of affirmative consent:

1. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
2. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
3. Consent may be initially given but withdrawn at any time.
4. When consent is withdrawn or can no longer be given, sexual activity must stop.
5. A person is incapable of affirmative consent when they are:
 - a. Less than seventeen years of age
 - b. Mentally disabled (a person is mentally disabled when their normal cognitive, emotional, or behavioral functioning renders them incapable of appraising their conduct); or
 - c. Incapacitated.
6. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity.
 - a. A person is incapacitated when they are unconscious, asleep, involuntarily restrained, physically helpless, or otherwise unable to provide consent.
 - b. Depending on the degree of intoxication, a person who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
 - c. Affirmative consent cannot be gained by taking advantage of the incapacitation of another. In evaluating responsibility in cases of alleged incapacitation, the fact finder asks two questions: (1) did the Respondent know that the Complainant was incapacitated? If not, (2) should a sober, reasonable person in the Respondent's situation have known that the Complainant was

- incapacitated? If the answer to either of these questions is “yes,” affirmative consent was absent.
- d. If the fact finder determines based on a preponderance of the evidence that both parties were incapacitated, the person who initiated the sexual activity alleged to be nonconsensual due to incapacity is at fault.
7. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- a. Examples of coercion and intimidation include using physically or emotionally manipulative conduct against the Complainant or expressly or implicitly threatening the Complainant or a third party with negative actions that would compel or induce a reasonable person in the Complainant’s situation to engage in the sexual activity at issue. Examples of sexual coercion include statements such as “I will ruin your reputation,” or “I will tell everyone,” or “your career (or education) at Maritime will be over” or “I will post an image of you naked.”
 - b. Examples of force or a threat of harm include using physical force or a threat, express or implied, that would place a reasonable person in the Complainant’s situation in fear of physical harm to, or kidnapping of, themselves or another person.

Bystander: A person who observes a crime, impending crime, conflict or unacceptable behavior.

Bystander Intervention: A bystander’s safe and positive actions to prevent harm or intervene when there is a risk posed to another person. Bystander intervention includes recognizing situations of potential harm, identifying safe and effective intervention options, and taking action to intervene.

Code of Conduct: The written policies adopted by Maritime College governing student behavior, rights, and responsibilities while such student is matriculated at Maritime College.

Complainant: A person who is eligible to file a complaint to report a violation in this policy. Under certain circumstances, Maritime College may file a complaint on behalf of someone who experienced prohibited conduct but who cannot or will not themselves take a formal role of a Complainant. Generally, Maritime College may bring a complaint where there is evidence that this policy has been violated.

Confidentiality: Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without express permission of the individual or as otherwise permitted or required by law. Maritime College is committed to protecting the confidentiality of Reporting Individuals, and will work closely with Reporting Individuals to obtain confidential assistance regarding any incident of prohibited conduct as outlined in these policies.

During any portion of the complaint procedures, the parties shall not record, either by audio or video, the meetings, interviews, interrogations or any portion of the process. However, parties will be granted access to the Investigative Report and any accompanying evidence and materials by making an in-person appointment during normal business hours.

Gender: A socially constructed collection of traits, behaviors, and meanings that have been historically attributed to biological differences. The distinction between gender and sex reflects the usage of these terms: Sex usually refers to the biological aspects of maleness or femaleness, whereas gender implies the psychological, behavioral, social, and cultural aspects of being male or female (i.e., masculinity or femininity.) The term gender as used throughout this policy includes gender identity and gender expression.

Gender Expression: Outward behavior and appearances (e.g. hair, clothing, voice, body language) by which people manifest their gender identity.

Gender Identity: A person’s deeply-felt, inherent sense of being a boy, a man, or male; a girl, a woman, or female; or an alternative gender (e.g., genderqueer, gender nonconforming, gender neutral) that may or may not correspond to a person’s sex assigned at birth or to a person’s primary or secondary sex characteristics. Since gender identity is internal, a person’s gender identity is not necessarily visible to others. When one’s gender identity and biological sex are not congruent, the individual may identify along the transgender spectrum.

Interim Measures: Interim measures include support or accommodations, protective measures, and/or restrictive directives intended to protect the safety and well-being of the parties and the college community and to promote an accessible educational environment.

No Contact Order: A written directive prohibiting contact with a protected individual, either directly or through a third party. If the accused or Respondent and a protected person observe each other in a public place, it is the responsibility of the accused or Respondent to leave the area immediately and without directly contacting the protected person.

Persona Non Grata: An individual is no longer permitted to be present on Maritime College's owned, -leased, -operated, or – controlled property.

Preponderance of the Evidence: The standard of proof governing a finding of responsibility in Maritime College's code of conduct process, which asks whether it is "more likely than not" a violation occurred. The preponderance standard is lower than the standard of "beyond a reasonable doubt," which is used in criminal court cases. If the evidence presented meets this standard, then the accused should be found responsible.

Privacy: Information related to a report of prohibited conduct will only be shared with those college employees who "need to know" in order to assist in the active review, investigation, or resolution of the report, including the issuance of interim measures. Maritime College will determine which employees have a legitimate need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA) and will share information accordingly. Maritime College will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored. Even Maritime College offices and employees who cannot guarantee confidentiality will maintain privacy to the greatest extent possible.

Maritime College may notify the parents or guardians of any dependent students who are Respondents regarding conduct charges or sanctions, particularly disciplinary probation, loss of housing, suspension and dismissal.

Privileged or Confidential Resources: Individuals that, with very few exceptions, are confidential resources to those wishing to disclose sexual violence. Such resources include licensed medical professionals, licensed mental health counselors, and clergy.

Probable Cause: The standard of proof governing an investigation of reports of prohibited conduct under these policies. Given the totality of the circumstances and available facts and evidence, a reasonably prudent person would be led to believe that a violation has occurred. If evidence presented meets this standard, the complaint *will be* elevated for review and/or adjudication under appropriate judicial and disciplinary proceedings.

Prohibited Conduct: Alleged conduct, as defined in these policies, which may give rise to an investigation and a judicial or disciplinary proceedings.

Reporting Individual: Encompass the terms victim, survivor, Complainant, claimant, witness with victim status, and any other term used by an institution to reference an individual who brings forth a report of a violation.

Respondent: Encompass the term Accused Individual and any other term used to reference an individual who is responding to a report of a violation and the subject of an investigation or a judicial or disciplinary proceeding. Includes the person accused of a violation who has entered Maritime's judicial or conduct process.

Retaliation: Adverse action against another person for reporting a violation. Retaliation includes harassment and intimidation, including but not limited to violence, threats of violence, property destruction, adverse educational or employment consequences, and bullying.

Discrimination: The unlawful treatment of an individual based on the individual's age, race, color, religion, sex, sexual orientation, gender, gender identity, national origin, ethnic origin, disability, predisposing genetic information, covered veteran status, and any other basis protected by law that unreasonably interferes with or limits a person's ability to benefit from, and/or fully participate in any college program or activity.

Sex (sex assigned at birth): Sex is typically assigned at birth based on the appearance of external genitalia. When the external genitalia are ambiguous other indicators (e.g., internal genitalia, chromosomal and hormonal sex) are considered to assign a sex with the aim of assigning a sex that is most likely to be congruent with the child's gender identity. For most people, gender identity is congruent with sex assigned at birth; for TGNC individuals, gender identity differs in varying degrees from sex assigned at birth.

Sex Discrimination: Includes all forms of sexual misconduct by employees, students, or third parties against employees, students, or third parties. Students, college employees, and third parties are prohibited from harassing other students and/or employees whether or not the incidents of harassment occur on the college campus and whether or not the incidents occur during working hours.

Sexual Orientation: A component of identity that includes a person's sexual and emotional attraction to another person and the behavior and/or social affiliation that may result from this attraction. A person may be attracted to men, women, both, neither, or to people who have other gender identities. Individuals may identify as lesbian, gay, heterosexual, bisexual, queer, among others. Sexual orientation does not always appear in such definable categories and instead occurs on a continuum

Sexual Violence: The term sexual violence as used throughout this policy includes sexual harassment, sexual assault, domestic violence, dating violence, intimate partner violence, and stalking.

Student: Per the Code of Conduct, a student is any person who is currently admitted or registered, or who participates in a College function, such as Orientation, in anticipation of enrollment, or who was enrolled in a previous term, or who is, or was registered for a future term. Further, these policies apply to a student who has not graduated, has not permanently left the college, or has not been administratively dis-enrolled.

Transgender: An umbrella term used to describe the full range of people whose gender identity and/or gender role do not conform to what is typically associated with their sex assigned at birth. While the term "transgender" is commonly accepted, not all TGNC people self-identify as transgender.

B. Federal, State, and Local Laws referred to throughout this Policy

Campus Sexual Violence Elimination Act (SaVE Act): The Violence Against Women Reauthorization Act of 2013 imposed new obligations on colleges and universities under its Campus Sexual Violence Act ("SaVE Act") provision, Section 304. This provision imposes new reporting requirements, new student discipline requirements, and new requirements to educate and train students and employees on sexual violence.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act: This federal law, passed in 1990, the "Clery Act" requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety through the publishing of an annual security report. Additionally, the act requires institutions to provide survivors of sexual violence with reasonable accommodations and assistance in reporting and it requires institutions to outline specific policies and procedures for the prevention of sexual violence in their annual security reports.

New York State Education Law Article 129-B: New York State Education Law Article 129-B, also known as "Enough is Enough", requires all colleges in the State of New York to adopt a comprehensive set of policies and guidelines, including a uniform definition of affirmative consent, a statewide amnesty policy, and expanded access to law enforcement.

New York City Human Rights Law (NYCHRL): The NYC Human Rights Law, Title 8 of the Administrative Code of the City of New York, prohibits discrimination in New York City. Individuals are protected from discrimination in many areas, based on a number of protected classes, including age, creed, race, color, sex, gender identity/ gender expression, sexual orientation, national origin, marital status, disability, military status, domestic violence victim status, criminal or arrest record, or predisposing genetic characteristics. In 2002, the New York City Council passed the Transgender Rights Bill to expand the scope of the gender-based protections guaranteed under

the NYCHRL, and ensure protection for people whose “gender and self-image do not fully accord with the legal sex assigned to them at birth.”

Title IX of the Education Amendments of 1972: Title IX of the Education Amendments of 1972 is a comprehensive federal law that protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. The law prohibits discrimination on the basis of sex in any federally funded education program or activity. The law also prohibits a school from applying any rule related to a student’s parental, family, or marital status that treats students differently based on their sex. Colleges must promptly respond to known instances of sex- and gender-based discrimination, which includes sexual harassment and sexual violence, in a way that limits its effects and prevents its recurrence.

Violence Against Women Act ("VAWA") Reauthorization Act of 2013: This federal law requires colleges and universities to: (1) report dating violence, domestic violence, sexual assault, and stalking, beyond crime categories the Clery Act already mandates; (2) adopt certain student discipline procedures, such as for notifying purported victims of their rights; and (3) adopt certain institutional policies to address and prevent campus sexual violence through the education and training of an institution’s community.

C. Prohibited Conduct

Aiding Prohibited Conduct: Aids, facilitates, promotes or encourages the commission of a violation under this policy.

Hate Crime/ Biased Incident: An act in which criminal offense is committed against persons, property, or community that is motivated in whole or in part, by the offender’s bias against group or individual’s race, religion, ethnic/national origin, sex, gender identity, gender expression, age, political beliefs, disability, or sexual orientation. Biased incidents are those actions by an individual or group that is motivated by bias but does not rise to the level of a criminal offense.

The fact that the offender was biased against an individual’s race, religion, ethnic/national origin, gender, age, political beliefs, disability, or sexual orientation does not automatically mean that a hate crime was committed. The act must have been motivated, in whole or in part, by a bias. Upon referral to judicial proceedings, the incident may be classified as a hate crime, a crime, prohibited conduct or violation under these policies and/or the Code of Conduct, a biased incident or an act of free speech.

Intimate Partner Violence: (relationship violence, domestic violence, or dating violence) A pattern of coercive behaviors that serve to exercise control and power in an intimate relationship, as defined below. The coercive and abusive behaviors can be physical, sexual, economic, psychological, verbal and/or emotional in nature. This includes any behaviors that intimidate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Intimate partner abuse can occur in relationships of the same or different genders; between current or former intimate partners who have dated, lived together, or been married. Intimate partner violence includes dating violence and domestic violence, both of which are defined below.

Dating Violence: Any act of violence, including but not limited to physical, sexual, psychological, and verbal violence, sexual or physical abuse or threat of such abuse, which occurs between individuals who are or have been in a social relationship of a romantic or intimate nature. Dating Violence can occur as a single act, or it can consist of a pattern of violent, abusive, or coercive acts that serve to exercise power and control in the context of a romantic or intimate relationship, as defined below. In determining the existence of such a relationship, consideration will be given to the length and the type of relationship and the frequency of interaction between the persons involved in the relationship. Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence: Any violent felony, non-violent felony, or misdemeanor crime or threatened act of violence against the Complainant committed by (1) a current or former spouse or intimate partner; (2) a person with whom the Complainant shares a child; or (3) a person co-habiting with the Complainant as a spouse or intimate partner. Domestic violence also includes behavior that seeks to establish power and control over the Complainant by causing the Complainant to fear violence to themselves or another person. Such

behavior may take the form of harassment, property damage, intimidation, and violence or a threat of violence to one's self (i.e., the Respondent) or a third party. It may involve one act or an ongoing pattern of behavior.

Intimate Relationship (intimate partner): The existence of an intimate relationship shall be determined based on the individual's statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. This relationship may be characterized by some or all of the following: emotional connectedness, regular contact, ongoing physical contact and sexual behavior, identity as a couple, and familiarity and knowledge about each other's lives. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship.

Sexual Exploitation: Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute sexual assault or sexual harassment. Examples of sexual exploitation include but are not limited to the following:

- Recording, photographing transmitting, viewing, or distributing intimate or sexual images or sexual information without the knowledge or consent of all parties involved; voyeurism (i.e. spying on others who are in intimate or sexual situations)
- Observing another person when that person is nude or engaged in sexual activity without the knowledge and consent of the person observed or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
- Making, sharing, posting, streaming or otherwise distributing any image, photography, video, or audio recording depicting or otherwise recording another person when that person is nude or engaged in sexual activity without the knowledge and consent of the person depicted or recorded;
- Exposing one's genitals to another person without the consent of that person;
- Intentional, nonconsensual tampering with or removal of condoms or other methods of birth control and STI prevention prior to or during sexual contact that significantly increases the likelihood of STI contraction and/or pregnancy by the nonconsenting party;
- Exposing another person to a sexually transmitted infection without the knowledge and consent of the person exposed;
- Trafficking people to be sold for sex; and,
- Causing another person to become incapacitated with the intent of making that person vulnerable to nonconsensual sexual assault or sexual exploitation.

Sexual and Gender- Based Harassment: Sexual Harassment is unwelcome sexual advances, requests for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, nonverbal, graphic, physical, or otherwise, when the conditions outlined in (1) or (2), below, are present.

Gender-Based Harassment is harassment based on gender, sex, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, nonverbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions outlined in (1) or (2), below, are present.

1. Submission to or rejection of such conduct is either an explicit or implicit term or condition of benefits or detriments to a person's employment or academic standing (including, for example, grades, recommendations, promotions, quality of assignments or compensation), or participation in any college programs or activities or is used as the basis for college decisions affecting the individual (often referred to as "quid pro quo" harassment);
2. The conduct has the purpose or effect of interfering with an individual's study and/or work performance, or creating an intimidating, hostile or offensive work and/or learning environment. Such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual's participating in or benefitting from the College's education or employment programs or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective.

In evaluating whether a hostile environment exists, the College will consider the totality of known circumstances, including, but not limited to:

- The frequency, nature, and severity of the conduct;
- Whether the conduct was physically threatening;
- The effect of the conduct on the Complainant's mental or emotional state;
- Whether the conduct was directed at more than one person;
- Whether the conduct arose in the context of other discriminatory conduct;
- Whether there is a power differential between the parties; and
- Whether the conduct implicates concerns related to academic freedom or protected speech.

Although it is not possible to list all examples of conduct that constitutes sexual and gender-based harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual and gender-based harassment depending upon the totality of the circumstances, including the persistence and severity of the conduct and its pervasiveness:

- Sexual advances — whether they involve physical touching or not;
- Sexual epithets, jokes, references to sexual activity, comments on an individual's body, or comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons or other images;
- E-mail, instant messaging, voicemail messages or postings on social networking sites or blogs containing sexual content or references;
- Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments of a sexual nature;
- Making sexual comments or jokes about person's pregnancy, calling a pregnant person sexually charged names, spreading rumors about their sexual activity, and making sexual propositions or gestures;
- Attempting or threatening to subject another person to unwanted physical contact;
- Repeatedly following another person in or about a public place or places, sending unwanted text messages, letters, email and/or voicemails, persistent pursuit of another person;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

Sexual Assault: Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as "rape" (including what is commonly known as "date rape" and "acquaintance rape"), fondling, statutory rape, and incest. Sexual assault is (1) sexual intercourse or (2) sexual contact (3) without affirmative consent.

1. **Sexual intercourse:** Sexual intercourse means any penetration, however slight, with any object or body part, as follows: (a) penetration of the vulva by a penis, object, tongue, or finger; (b) anal penetration by a penis, object, tongue, or finger; and (c) any contact, no matter how slight, between the mouth of one person and the genitalia of another person.
2. **Sexual contact:** Sexual contact means intentional sexual touching, however slight, with any object or body part, whether directly or through clothing, as follows: (a) intentional touching of the lips, breasts, buttocks, groin, genitals, inner thigh, or anus or intentionally touching another with any of these body parts; (b) making another touch anyone or themselves with or on any of these body parts; and (c) intentional touching of another's body part for the purpose of sexual gratification, arousal, humiliation, or degradation.
3. **Affirmative consent** (as defined above)

Rape: penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: touching of the private body parts of another person for the purpose of sexual gratification without consent of the victim.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent, which is 17 years old in the state of New York.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear. Stalking involves repeated and continued harassment, which causes the targeted person to feel emotional distress, including

fear and apprehension. A stalker may know the targeted person, may be a past partner, or may be a stranger. Here are some examples of stalking behaviors:

- Pursuing or following;
- Non-consensual (unwanted) communications or contact- including face-to-face, telephone calls, voice messages, electronic messages, unwanted gifts;
- Showing up at one's home or place of work unannounced or uninvited;
- Constantly calling and hanging up;
- Trespassing;
- Surveillance and other types of observation;
- Use social networking sites and technology to track you.

Cyberstalking: using the Internet or other electronic means as a way to harass someone.

Violating an Interim Protective/Restrictive Measure (Failure to Comply/ Abide): Per the Code of Conduct, failing to comply with the directions of an authorized college official, faculty, or staff member may be construed as "failure to comply/abide." In these policies, a person violates an interim protective/restrictive measure if they (1) have notice and (2) intentionally or unintentionally failed to comply with restrictions articulated in the written directive (e.g. "No Contact Order", "Interim Suspension.") issued by a College official, faculty, or staff member. A person who violated an interim protective/restrictive measure *may* be charged with "failure to comply/abide" and may be subject to additional interim measures (e.g. Interim Suspension) as detailed in the written directive.

Notice: For these purposes, notice is generally given upon delivery of the written directive via email or in-person delivery.

False Information (Abuse of the Judicial System): Furnishing false information or misrepresenting information with the intent to deceive is prohibited. Reports made or information provided in good faith, even if the facts alleged are not later substantiated, are not covered under this provision.

Prohibited Conduct: Criminal Offenses in the State of New York: The New York State Penal Law defines criminal conduct in the state of New York. Definitions of criminal offenses can be accessed here: <http://ypdcrime.com/penal.law/>. The Penal Law is applicable to all members and guests of the Maritime College community within the State of New York. For questions or information or questions regarding conduct prohibited by New York State and Federal Law, please contact the College Police.

Prohibited Conduct: Criminal Offenses in New York City: The New York City Council may pass local laws and resolutions on state and federal issues that are relevant to New Yorkers. Legislation can be accessed here: <https://council.nyc.gov>.

II. RELATED POLICES

Affirmative Action Policy

Maritime College recognizes the importance of diversity for assuring the success of students and graduates in an increasingly global environment. We seek to establish the diversity that will provide all of our students with a learning environment to develop leaders and lifelong learners. Our efforts to attract a diverse student body will be enhanced by attracting diverse staff and administrators.

Maritime College is committed to equal treatment in every aspect of campus life. Maritime College proactively reviews its policies and practices to assure that decisions with respect to every dimension of student life and employment are made without regard to age, color of skin, disability, gender expression and identity, genetic predisposition, marital status, national origin, race, ethnicity, religion, sex, sexual orientation, veteran's status, status as a victim of domestic violence, and all other protected groups and classes under Federal and State Laws and executive orders.

The designated office for Affirmative Action is the Office of Human Resources, Located in McMurray Hall, # 209. They can also be contacted during regular business hours at 718-409-7303.

Bias Crimes Policy

It is a Maritime College and State College of New York College Police mandate to protect all members of the Maritime College community by preventing and investigating hate crimes that occur within the campus's jurisdiction. Hate crimes, also called bias crimes or bias related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender identity/ gender expression, sexual orientation, or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York law are available through Maritime College's University Police Department.

Harassment and Discrimination Policy

Faculty, staff, and students have a right to study and work in an environment that does not involve or condone bias, prejudice, harassment or discrimination of any kind. Maritime College has adopted the following policy to foster responsible behavior and to ensure that the College's academic and working environment is free from discrimination or harassment. Conduct that the College deems to be discrimination or harassment may also be a violation of state or federal law. Maritime College will respond promptly to complaints of discrimination or sexual harassment by conducting an investigation pursuant to processes set forth in these policies. Where it is determined that such inappropriate conduct has occurred, the College will act promptly to put a stop to the conduct and impose corrective action as appropriate and in accordance with its disciplinary procedures for students, faculty and staff. The prohibition against sexual harassment applies equally to male and female students, and includes harassment where the harasser and the victim/survivor are the same sex.

The prohibition against discrimination applies to all types of discrimination identified in Maritime College's Non-Discrimination, Individual Rights and Equal Education Policy Statement, including discrimination on the basis of race, creed, religion, national origin, ethnicity, age, disability, gender, sex and sexual orientation. The College recognizes that sometimes in the conduct of college courses and events there may be controversial or uncomfortable material presented that is appropriate in the context of the course or the event. The College also reminds students that an isolated or stray remark or incident may be unwelcome but may not rise to the level of harassment or discrimination, although it is important to communicate that even stray remarks may be unwelcome and hurtful.

The College's Harassment and Discrimination Policy applies to all Maritime College functions, including those that take place outside of our campus. The College encourages everyone to report incidents of harassment and discrimination promptly regardless of who is the harasser and regardless of whether the person making the report has merely observed the discrimination and harassment or has been the victim/survivor of the conduct.

Nondiscrimination, Individual Rights & Equal Education Policy

The policy of Maritime College is that discrimination against any individual for reasons of gender, race, creed, religion, national origin, sex, sexual orientation, age, marital or parental status, ethnicity, citizenship status, veteran or military status, disability or for any other legally protected basis is specifically prohibited. This includes discriminatory language, gestures, and written or electronic communication. Accordingly, equal access to educational programs, employment opportunities, scholarship and loan programs, athletics and all other College activities is extended to all eligible persons. Detailed information on the policy and procedure for pursuing a claim of discriminatory treatment or sexual harassment is explained in these policies.

Nothing in this policy shall abridge academic freedom or Maritime College's educational mission. Prohibitions against discrimination and harassment do not extend to statements or written materials that are germane to the classroom subject matter. Violation of any of these policies puts the entire community in jeopardy. Persons in violation are subject to discipline, up to being barred from the campus.

Reporting and Preventing of Child Sexual Abuse Policy

Any employee or student or volunteer for the State College of New York who witnesses or has reasonable cause to suspect any sexual abuse of a child occurring on State College property or while off campus during official State College business or College-sponsored events shall have an affirmative obligation to report such conduct to the relevant College Police Department immediately. Such report should include the names of the victim/survivor and assailant (if known), other identifying information about the victim/survivor and assailant, the location of the activity, and the nature of the activity. Upon receiving such a report, the applicable College Police Department shall

promptly notify the Commissioner of College Police at SUNY System Administration who shall report such incidents to the Chancellor for periodic reporting to the Board of Trustees. For purposes of this policy, the applicable definitions of child sexual abuse are those used in the NYS Penal Law in Articles 130 and 263 and Section 260.10 and “child” is defined as an individual under the age of 17.

For further information please visit www.suny.edu

Sexual Harassment Policy

Maritime College seeks to create and maintain an educational environment in which all members of the College community are free to pursue their educational and career goals. Harassment on the basis of sex is in violation of the law (Sec. 703 of Title VII of the Civil Rights Act as amended, Title IX Education Amendments of 1972, and the New York State Human Rights Law) and will not be tolerated in Maritime’s campus community. It is the responsibility of every administrator, supervisor and faculty member to create and ensure an environment that is free of discrimination and allows full access and opportunity for participation to all members of the College community.

Sexual harassment is inconsistent with the traditions of personal integrity and professionalism that are the foundation of Maritime College. The Equal Employment Opportunity Commission has issued “Guidelines on Discrimination Because of Sex,” in order to clarify the issue of sexual harassment and unlawful employment practice.

Though the guidelines are based on a federal statute and apply only to sexual harassment in the workplace, consistent with the State University of New York’s policy to ensure fair treatment to all individuals, protection for students is to be provided by these same guidelines. Sexual harassment may involve the behavior of a student, staff or faculty member of either gender against a student, staff or faculty member of the same or a different gender. It may occur among co-workers or peers as well as between supervisors and subordinates, and it may take place on campus property or in off-campus settings.

Sexual Misconduct and Sexual Assault Policy

Maritime College condemns and prohibits sexual misconduct in any form. Sexual misconduct will not be tolerated by this campus and will be dealt with by appropriate disciplinary action.

Where there is probable cause to believe the College’s regulations prohibiting sexual misconduct have been violated, the College will expedite strong disciplinary action through its own channels. This discipline includes the possibility of suspension or dismissal from the College. *Being intoxicated does not diminish a student’s responsibility in perpetrating rape, sexual assault, or other sexual misconduct.* Maritime College will not tolerate sexual abuse, rape or other sexual assaults against students, faculty, staff or visitors.

A student, visitor or faculty or staff member who is a victim/survivor of sexual assault or a sexual offense is encouraged to report the incident to the University Police Department (UPD) at 718-409-7311 and the local police at 911 and to seek immediate medical care. UPD generally cannot investigate an incident as a crime unless the victim/survivor files an actual report. Reporting a crime to UPD, or another campus office, does not necessarily obligate the victim/survivor to follow through with criminal prosecution. A victim/survivor can also initiate a complaint against a member of the college community who may have committed sexual assault, using the grievance process described in this handbook.

An individual charged with sexual misconduct will be subject to Maritime’s disciplinary procedures, whether or not prosecution under New York State Criminal Statutes is pending. The College will make every effort to be responsive and sensitive to the victims/survivors of these serious crimes. Protection of the victim/survivor and prevention of continued trauma is Maritime College’s priority. Interim Measures and accommodations are also available. Assistance for any other personal or academic concerns will be reviewed and options provided.

SUNY System-wide Policies

State University of New York has adopted rules and policies, in compliance with federal and state laws, that apply to Maritime College and other campuses. These policies are available at www.suny.edu.

III. Special Provisions for Students as set forth by New York State Education Law Article 129-B A. Students' Bill of Rights

The State College of New York - Maritime College are committed to providing options, support and assistance to victims/survivors of sexual harassment, sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad. All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of sexual harassment, sexual assault, domestic violence, dating violence, and/or stalking treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the Reporting Individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident.
8. Be free from retaliation by the institution, the accused and/or the Respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a Reporting Individual, accused, or Respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

Options in Brief:

Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:

- Receive resources, such as counseling and medical attention;
- Confidentially or anonymously disclose a crime or violation (within "Options for Confidentially Disclosing Sexual Violence").
- Make a report to an employee with the authority to address complaints, including the Title IX Coordinator, Student Conduct employee, Human Resources employee, College Police Officer, 45th Bronx Precinct, Family Court or Civil Court.

B. Alcohol and/or Drug Use Amnesty

The health and safety of every student at the State College of New York and its State-operated and community colleges is of utmost importance. Maritime College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault, occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Maritime College strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to college officials.

A bystander acting in good faith or a Reporting Individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Maritime College officials or law enforcement will not be subject to Maritime College's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

IV. Discrimination Complaint Procedures

Maritime College in its continuing effort to seek equity in education and employment, and in support of federal and state anti-discrimination legislation, has adopted a complaint procedure [outlined in the State College of New York Discrimination Complaint Procedures] for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, creed, age, sex, sexual orientation, disability, gender identity, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Harassment is one form of unlawful discrimination on the basis of the above protected categories. The college will take steps to prevent discrimination and harassment, to prevent the recurrence of discrimination and harassment, and to remedy its discriminatory effects on the victim(s) and others, if appropriate. Conduct that may constitute harassment is described in the "Definitions" section of the SUNY procedures. Sex discrimination includes sexual harassment and sexual violence. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure is strictly prohibited and may result in disciplinary action.

This procedure may be used by any student or employee of Maritime College, as well as third parties who are participating in a Maritime-sponsored program or affiliated activity. Employee grievance procedures established through negotiated contracts, academic grievance review committees, student disciplinary grievance boards, and any other procedures defined by contract will continue to operate as before. Furthermore, this procedure does not in any way deprive a Complainant of the right to file with outside enforcement agencies, such as the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights of the United States Department of Education, and the Office of Federal Contract Compliance of the United States Department of Labor. However, after filing with one of these outside enforcement agencies, or upon the initiation of litigation, the complaint will be referred to the campus Affirmative Action Officer, or in the case of sex discrimination, the Title IX Coordinator (hereinafter "AAO" will refer to both the Affirmative Action Officer and Title IX Coordinator), for investigation with the Office of General Counsel.

More detailed information may be obtained by contacting:

- Ms. Lu-Ann Plaisance
Assistant Vice President of Human Resources & Chief Diversity Officer
Phone: 718-409-7302
Email: lplaisance@sunymaritime.edu
- Ms. Ayesha F. Payne
Assistant Director of Human Resources/AAO
Phone: 718-409-7328
Fax: 718-409-7354
Email: apayne@sunymaritime.edu
- Ms. Jasmin Adrienne Nunez, Esq.
Title IX Coordinator
Phone: 718-319-1151; 718-514-3147 (emergency cell)
Email: jnunez@sunymaritime.edu; TitleIX@sunymaritime.edu

For a copy of the State College of New York Discrimination Procedure is available online at www.suny.edu

V. Sexual Violence Response Policy

A. Introduction

Maritime College is committed to providing an environment free from discrimination on the basis of sex and gender. In furtherance of its commitment, Maritime College has appointed a full-time Title IX Coordinator to manage the college's response to reports of gender inequity and discrimination, which includes reports of sexual assault, sexual

harassment, dating violence, domestic violence, and stalking. Faculty, staff, and administrators who receive complaints or have knowledge of discrimination based on sex and gender, sexual harassment or any form of sexual violence are obligated to report complaints to the Title IX and/or Deputy Title IX Coordinators.

Maritime College provides options, support and services to students, staff, faculty and visitors who are survivors of sexual assault, domestic violence, dating violence, stalking, and sex discrimination, regardless of whether the crime or violation occurs on campus, off campus, while studying abroad, during shore-side internships, during summer sea term, or during cadet-shipping assignments.

Individuals who believe they may have been sexually or otherwise generally harassed or treated in a discriminatory fashion and would like to find out how to pursue their rights, including how to file a complaint, should contact the **Title IX Coordinator** at 718-319-1151 (main), 718-514-3147 (emergency cell) Title IX@sunymaritime.edu, 6 Pennyfield Avenue, Student Affairs, Baylis Hall, Throggs, Neck, NY 10465, or any of the designated Deputy Title IX Coordinators (listed in “Private, Limited Confidential Reporting” of these policies).

Inquiries concerning the application of Title IX may also be directed to:

U.S. Department of Education Office for Civil Rights
New York—Region II 32 Old Slip, 26th Floor New York, NY 10005
Telephone: (646) 428-3800
Email: OCR.NewYork@ed.gov

Nothing in these policies should be construed as in any way limiting students’ rights to utilize Maritime College’s grievance procedures, or to file complaints with any governmental agency, including the New York State Division of Human Rights or the United States Department of Education or to take any legal action which the individual may deem advisable.

B. Options for Confidentially Disclosing Sexual Violence

Maritime College provides information and support regardless of whether a Reporting Individual would like to move forward with a report of sexual violence to campus officials or to the University Police Department. Reporting Individuals may want to talk with someone about something they observed or experienced. Even if they are not sure that the behavior constitutes sexual violence, it is important to have a conversation where questions can be answered. Confidentiality varies, and this policy explains how confidentiality applies to different available resources and reporting options.

Maritime College will assist Reporting Individuals with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of their reporting choices. Reporting Individuals may request accommodations through the Title IX Coordinator (Baylis Hall, 718-319-1151) and the Office of Student Affairs (Baylis Hall, 718-409-7496). Please see below for more on interim measures and accommodations and available resources.

1. Privileged and Confidential Resources

Individuals who are *confidential* resources will not report crimes to law enforcement or college officials without expressed permission, except for extreme circumstances, such as a health and/or safety emergency. Even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to themselves or others and the mandatory reporting of child abuse.

To seek assistance from on-campus confidential resources.

Below are the confidential resources available at Maritime College:

- Mental Health Counselor
718-409-3916; Rosenberg Gymnasium, Health Services
- Maritime Health Services
718-409-7347; Rosenberg Gymnasium, Health Services
- Maritime Campus Ministries
Chapel

a. To seek assistance from off-campus confidential resources.

Note these outside options do not provide any information to the campus. However, even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to themselves or others and the mandatory reporting of child abuse. Please refer to “Additional Resources” in this policy for more options.

Off-campus counselors and advocates (crisis service agencies).

Crisis services offices will generally maintain confidentiality unless an individual requests disclosure and signs a consent or waiver form. More information on an agency’s policies on confidentiality may be obtained directly from the agency. Below are some available off campus counselors and advocates:

- Bronx District Attorneys Crime Victims Assistance Unit
College Campus Sexual Assault Coordinator
718-838-7219 (office line)
718-590-2115 (main line: 8:30 a.m. to 11 p.m. Monday through Thursday; 8:30 a.m. to 5 p.m. Friday)
- Counseling & Psychotherapy of Throggs Neck
718-792-4178
- Crime Victims Support Services of North Bronx
718-823-4925
- Kingsbridge Heights Community Center
Changing Futures Program
718-884-0700 ext. 179 (main line)
Campus Sexual Assault Coordinator
718-884-7000 ext. 140
- New York City Anti-Violence Project (AVP)
212-714-1141 (24-7 hotline)
LGBTQ
- Safe Horizon
1-800-810-7444 (24-7 hotline)

Off-campus healthcare providers (hospitals/medical offices).

Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs, emergency contraception, and medical attention are available. It is important to seek appropriate medical assistance as sometimes follow up testing is needed within 4-6 weeks and then 3-6 months. Below are some available off-campus healthcare providers:

- North Central Bronx Hospital
Sexual Assault Treatment Program
718-519-3100
- Jacobi Hospital
Psychiatric Emergency
718-918-4850

Note that medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. Individuals are encouraged to let hospital personnel know if they do not want their insurance policyholder to be notified about access to these services.

The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. In New York State, the cost of a forensic rape

exam can be billed directly to the state Office of Victim Services or, if the victim chooses, to their private insurance. No cost is incurred if the bill is directly submitted to OVS. Additional compensation may be available through OVS compensation program or the New York State Crime Victims Board.

2. Non-Confidential Resources: Privacy versus Confidentiality

All Maritime College employees, not designated as confidential resources, are required to report all relevant information to the Title IX Coordinator. While these employees cannot guarantee *confidentiality*, they will maintain *privacy* to the greatest extent possible. The information provided to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible under the law for tracking patterns and spotting systemic issues. Maritime College will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

3. Requesting Confidentiality: How Maritime College Will Weigh the Request and Respond

The Title IX and/or Deputy Title IX Coordinators may seek consent from the Reporting Individual prior to commencing an investigation. A Reporting Individual may disclose an incident but wish to maintain confidentiality or they may not consent to Maritime's request to initiate an investigation. Further, a Reporting Individual may change their mind about participating in an investigation or a judicial or disciplinary proceeding at any time. The Title IX and/or Deputy Title IX Coordinators must weigh any request for confidentiality against Maritime's obligation to provide a safe, non-discriminatory environment for all members of our community, including the Reporting Individual.

Should a Reporting Individual request confidentiality, decline consent to investigate, or choose not to participate, the Title IX and/or Deputy Title IX Coordinators will assess whether or not to honor that request and determine appropriate next steps based on the totality of the circumstances. In balancing the Reporting Individual's request to maintain confidentiality against the risk of harm and Maritime's obligations under the law, the Title IX and/or Deputy Title IX Coordinators will consider a variety of factors including but not limited to:

- Whether the Reporting Individual provided sufficient information to afford the Accused Individual due process (date, time, location, details of incident, parties involved);
- Whether the Accused Individual has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation, such as a situation that previously involved sustained stalking, the increased risk that the accused will commit additional acts of violence;
- Whether the Accused Individual used a weapon or force;
- Whether the Reporting Individual is a minor; and,
- Whether Maritime College possesses other means to obtain evidence such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group.

Maritime College will generally honor requests for confidentiality. Honoring these requests may limit Maritime's ability to meaningfully investigate and pursue conduct action against an Accused Individual. Coordinators may proceed with an investigation absent the Reporting Individual's consent where further action is needed to adequately mitigate the risk of harm to the Reporting Individual or to other members of the Maritime College community. If Maritime College determines that it must move forward with an investigation, the Reporting Individual will be notified and Maritime College will take immediate action as necessary to protect and assist them.

4. Public Awareness/Advocacy Event

If an individual discloses a situation through a public awareness event such as "Take Back the Night," candlelight vigils, protests, or other public event, Maritime College is not obligated to begin an investigation. Maritime College may use the information provided to inform the need for additional education and prevention efforts.

5. Institutional Crime Reporting

Reports of certain crimes occurring in certain geographic locations will be included in the Maritime College Clery Act Annual Security Report in an anonymized manner that neither identifies the specifics of the crime nor the identity of the Reporting Individual.

Maritime College is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially

compromising law enforcement efforts and when the warning itself could potentially identify the Reporting Individual). A Reporting Individual will never be identified in a timely warning.

6. Release of Information/FERPA

The Family Educational Rights and Privacy Act (FERPA) allows institutions to share information with parents when (1) there is a health or safety emergency, or (2) when the student is a dependent on either parents' prior year federal income tax return. Generally, Maritime College will not share information about a report of sexual violence with parents without the permission of the Reporting Individual.

Students may grant the Title IX Office permission to release information about their records to a third party (including parents, step-parents, etc.) by completing the FERPA Authorization. Students must complete a separate entry for each parent, family member, or other individual to whom they wish to grant access to information regarding their case.

The Title IX Office may disclose education records without written consent when the disclosure is to other school officials within Maritime College who have legitimate educational interest in the record. This includes a person employed by the campus in an administrative, supervisory, academic or research, or support staff position, including health or medical staff; a member of University's Board of Trustees; a person who is employed by the Maritime College's law enforcement unit; a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks; a person employed by the University's System Administration, or contractors, consultants, volunteers, and other parties to whom Maritime College has outsourced institutional services or functions to Maritime College which would otherwise be provided by employees of Maritime College.

A school official has a legitimate educational interest if the official requires the information for the purpose of fulfilling his official duties, including but not limited to: performing a task that is specified in his or her position description or contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid; maintaining the safety and security of the campus; or participating in or conducting studies, evaluations, or assessments of educational programs.

Maritime College may also disclose such records without written consent to officials of another school, upon request, where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, including updated or corrected information. Provided, however, the student shall receive notification of the disclosure, unless the student initiated the disclosure.

All such disclosures are subject to the condition that the requestor not re-disclose personally identifiable information without student consent, or in compliance with FERPA. Maritime College will use reasonable methods to authenticate the identity of persons to whom education records are disclosed.

Maritime College may disclose to a Reporting Individual the final results of a disciplinary hearing and the sanctions imposed upon a student Respondent who was found to have committed a violation of Maritime's Student Code of Conduct when the sanction directly relates to the Reporting Individual's complaint of a crime of violence, sexual violence, harassment, or discrimination. For purposes of this disclosure, final results shall include only the name of the Reporting Individual, the Code of Conduct violation committed, and any sanction imposed by Maritime College on the student Respondent; such disclosure shall not include the name of any other student, such as a victim or witness, unless that other student provides written consent permitting such disclosure. The Office of University Counsel shall be consulted prior to release of the record. Maritime College shall not require the Reporting Individual to execute a non-disclosure agreement as a condition for receipt of this information.

C. Reporting

In accordance with the *Students' Bill of Rights*, Reporting Individuals shall have the right to pursue more than one reporting option at the same time, or to choose not to participate in any of the reporting options addressed below:

- Confidential Reporting
- Anonymous Reporting/ Silent Witness Program
- Private, Limited Confidential Reporting

Further, a Reporting Individual may withdraw their complaint or involvement from the Maritime College process at any time.

At the first instance of disclosure by a Reporting Individual to a college official, the following information shall be presented to the Reporting Individual:

“You have the right to make a report to the University Police Department, local law enforcement, and/or State Police or choose not to report; to report the incident to Maritime College; to be protected by Maritime College from retaliation for reporting an incident; and to receive assistance and resources from Maritime College.”

1. Confidential Reporting

a. To disclose confidentially the incident to a college official.

These college officials by law may maintain confidentiality, and can assist in obtaining services. These college officials have an obligation to share with the Title IX Coordinator anonymized aggregate data, which may include the nature, date, time, and general location of an incident. This aggregate data will be used to assess any climate issues and will be included in the annual safety and security report. More information on confidential reports is available in “Options for Confidentially Disclosing Sexual Violence” of this policy.

- Mental Health Counselor
718-409-3916; Riesenberg Gymnasium, Health Services
- Maritime Health Services
718-409-7347; Riesenberg Gymnasium, Health Services
- Maritime Campus Ministries
Chapel

b. To disclose confidentially the incident and obtain services from the State.

Individuals may reach out to the New York State, New York City or county hotlines to confidentially report an incident and obtain services. Please refer “Additional Resources” for more options.

- New York State Hotline for Sexual Assault and Domestic Violence: 1-800-942-6906
- Office for Prevention of Domestic Violence: 1-800-621-4673; <http://www.opdv.ny.gov/>

c. To disclose confidentially the incident to off-campus resource.

Whether on or off campus, medical providers, licensed mental-health counselors, and clergy are completely confidential resources and will generally maintain confidentiality unless an individual requests disclosure. Note that these confidential resources are subject to exceptions under the law, including when an individual is a threat to themselves or others, and when child abuse is reported. Please refer to “Options for Confidentially Disclosing Sexual Violence” and “Additional Resources” for additional information.

2. Anonymous Reporting/ Silent Witness Program

A Reporting Individual who does not want to pursue action within the Maritime’s discipline system or the criminal justice system can make an anonymous report.

- Anonymously via an internet or telephone anonymous reporting system;

- Silent Witness Program; www.sunymaritime.edu/titleix/
- Title IX Coordinator
718-319-1151 (office); 718-514-3147 (emergency cell).
- New York State Hotline for Sexual Assault and Domestic Violence: 1-800-942-6906

The *Silent Witness Program* allows for the anonymous submission of suspected criminal activity that occurs on campus. The University Police Department maintains this electronic anonymous reporting system on its website. Anonymous reports involving sexual assault, sexual violence, domestic violence, dating violence, stalking, and/or sexual discrimination will also be forwarded to the Title IX Coordinator for review and assessment. All anonymous reports are private and will only be shared on a 'need to know' basis; however, the information within the report may need to be discussed with the person of concern in order to assist in addressing the issue.

The purpose of an anonymous report is to keep the matter confidential, while taking steps to ensure the safety of the identified individuals and the campus community. This electronic reporting system will not retain email addresses, IP addresses or other identifying information unless the reporting person voluntarily includes identification information.

With this information, the College can keep an accurate record of the number of incidents involving students, faculty and staff, determine where there is a pattern of crime relative to location, method, and assailant and alert the campus community to potential harm. Anonymous reports are counted and disclosed in the annual crime statistics for the campus. Please note that anonymous reporting may limit Maritime's ability to meaningfully investigate and pursue conduct action against an Accused Individual.

3. Private, Limited Confidential Reporting

a. To disclose an incident, file a report, and/or to request information about reporting options and available support/resources.

The Title IX and Deputy Title IX Coordinators can provide information about remedies, protective measures, accommodations, evidence preservation, and how to obtain resources. These officials will also provide the information contained in the Students' Bill of Rights, including the right to choose when and where to report, to be protected from retaliation, and to receive assistance and resources from Maritime College. While Coordinators may explain the differences between the criminal law system and Maritime College's administrative procedures, detailed questions about the penal law or the criminal process should be directed to law enforcement or the District Attorney.

Coordinators will also accept reports of sex/gender-based discrimination, sexual harassment, domestic violence, dating violence, sexual assault, sexual violence, and/or stalking. Reports will be investigated in accordance with Maritime College policy and the Reporting Individual's identity shall remain private at all times if they wish to maintain confidentiality. Please refer to "Options for Confidentially Disclosing Sexual Violence" for more information about requests for confidentiality.

Additionally, Deputy Title IX Coordinators may act as an advisor for individuals involved in these procedures.

To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or request information and assistance, please contact the below listed individuals:

Title IX Coordinator Jasmin Nunez – (718) 319-1151; (718) 514-3147 (emergency cell), Baylis Hall
jnunez@sunymaritime.edu, TitleIX@sunymaritime.edu

Deputy Title IX Coordinators (also designated Advisors)

Chief Myron Pryjmak

Chief of Police

718-409-7305; University Police Department, Front Gate

mpryjmak@sunymaritime.edu

Alexis Grafakos
Housing Area Coordinator
718-409-5566; Housing, Baylis Hall
agrafakos@sunymaritime.edu

Kristofer Schnatz
Director of Athletics
718-409-7331; Riesenberg Gymnasium
kschnatz@sunymaritime.edu

Adam Grohman
Deputy Commandant of Cadets
718-319-1144; C/D Building #D1
agrohman@sunymaritime.edu

Capt. Catie Hanft
Commandant of Cadets
718-409-7442, Regiment 1st Deck D Dorm
chanft@sunymaritime.edu

Tina Prendergast
Director of Residential Life
718-409-7452; Housing, Baylis Hall
tprendergast@sunymaritime.edu

Lu-Ann Plaisance
Assistant Vice President of Human Resources & Chief Diversity Officer
718-409-7302; Human Resource Services, McMurray Hall Rm. 309
lplaisance@sunymaritime.edu

Please Note: Title IX and Deputy Coordinators are not confidential sources of support. While they will address complaints with sensitivity and will keep information as private as possible, confidentiality cannot be guaranteed.

Faculty and staff members may also reach out to the Employee Assistance Program Coordinator, Ms. Deborah Fountain-Toomer, (718) 409-7411- B Company, dtoomer@sunymaritime.edu

b. To file a criminal complaint with the University Police Department, local law enforcement and/or State police.

A student, visitor or faculty or staff member who is a victim/survivor of sexual assault or a sexual offense is encouraged to report the incident to the University Police Department (UPD) at 718-409-7311 and the local police at 911 and to seek immediate medical care.

- Chief Myron Pryjmak
Chief of Police
718-409-7305; University Police Department, Front Gate
mpryjmak@sunymaritime.edu
- Bronx 45th Precinct
2877 Barkley Avenue, Bronx, NY 10465
(718) 822-5411
- State police 24-hour hotline to report sexual assault on a NY college campus: 1-844-845-7269.

UPD generally cannot investigate an incident as a crime unless the Reporting Individual files an actual report. Reporting a crime to UPD, or another campus office, does not necessarily obligate the Reporting Individual to follow through with criminal prosecution. A Reporting Individual can also initiate a complaint against a member of

the College community who may have committed sexual assault, using the grievance process described in this handbook.

c. To receive assistance by Maritime College in initiating legal proceedings in family court or civil court.

Title IX Coordinator – (718) 319-1151; (718) 514-3147 (emergency cell), Baylis Hall
TitleIX@sunymaritime.edu

For additional information regarding family offense proceedings and obtaining an Order of Protection through New York City Family Court, please visit http://www.nycourts.gov/courts/nyc/family/faqs_domesticviolence.shtml or <http://www.nycourts.gov/courts/nyc/family/IntroductoryGuidetoNYCFamilyCourt.pdf>.

d. To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Coordinator for information and assistance.

Reports will be investigated in accordance with Maritime College policy and the Reporting Individual's identity shall remain private at all times if they wish to maintain privacy. If a Reporting Individual wishes to keep their identity anonymous, they may call the Title IX Coordinator anonymously to discuss the situation and available options:

Title IX Coordinator – (718) 319-1151; (718) 514-3147 (emergency cell), Baylis Hall
TitleIX@sunymaritime.edu

e. To file a complaint when the accused is an employee.

When the Accused Individual is an employee, a Reporting Individual may also report the incident to the Office of Human Resources or may request that one of the above referenced confidential or private employees assist in reporting to Employee Relations or Human Resources. Disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements.

When the Accused Individual is an employee of an affiliated entity or vendor of the college, college officials will, at the request of the Reporting Individual, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and college policy.

- Assistant Vice President of Human Resources & Chief Diversity Officer, Ms. Lu-Ann Plaisance
(718)-409-7302, McMurray Hall, #209
lplaisance@sunymaritime.edu
- Assistant Director of Human Resources/AAO, Ms. Ayesha F. Payne
(718) 409-7328 – McMurray Hall
apayne@sunymaritime.edu
- Title IX Coordinator, Jasmin Nunez
(718) 319-1151; (718) 514-3147 (emergency cell), Baylis Hall
jnunez@sunymaritime.edu, TitleIX@sunymaritime.edu

D. Interim Measures: Protective/Restrictive Measures and Accommodations

Following a report of prohibited conduct, the Accused Individual and the Reporting Individual will be provided information about a range of resources, support services, and interim measures to protect the safety and well-being of the parties. Interim measures might be in the form of support or accommodations or restrictions upon one or both parties. Interim measures may be issued upon a party's request or at the College's own initiative where said measures are reasonable and appropriate. Interim measures are available regardless of whether a formal complaint has been filed or a report has been made to the University Police Department or law enforcement.

The Title IX Coordinator is primarily responsible for providing access to available and reasonable interim measures, protective/restrictive measures, and accommodations. Where an individual is a student, requests for accommodations may be made through the Title IX Coordinator (Baylis Hall, 718-319-1151) and the Office of

Student Affairs (Baylis Hall, 718-409-7496). Where an individual is an employee, they may seek assistance through the Employment Assistance Coordinator (B Company, 718-409-7411) and the Office of Human Resource Services (McMurray Hall, 718-409-7303).

All accommodations or interim measures will be treated as confidential to the extent possible without impairing implementation. Both parties have the right to request a prompt review of the need for certain protective and restrictive measures and accommodations. Below is a list of protective/restrictive measures and accommodations that can be authorized during and after the investigative proceedings. *This list is not exhaustive.*

- **No Contact Order.** When the accused is a student, to have the college issue a “No Contact Order,” consistent with college policy and procedure, meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct charges. If the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person. Both the accused/Respondent and Reporting Individual may request a prompt review of the need for and terms of a No Contact Order, consistent with Maritime College policy. Parties may submit evidence in support of their request.
- **Legal Proceedings/ Order of Protection.** To have assistance from the University Police Department or other college officials in initiating legal proceedings in family court or civil court, including but not limited to obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.
 - To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a college official who can explain the order and answer questions about it, including information from the Order about the accused’s responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).
 - To have assistance from University Police Department in effecting an arrest when an individual violates an Order of Protection or, if outside of New York State, an equivalent protective or restraining order within the jurisdiction of University Police or, if outside of the jurisdiction or [if UPD does not have arresting powers] to call on and assist local law enforcement in effecting an arrest for violating such an order.
- **Persona Non Grata.** When the accused is not a member of the college community, to have assistance from University Police or other college officials in obtaining a persona non grata letter, subject to legal requirements and college policy.
- To an explanation of the consequences for violating these orders and directives, including but not limited to arrest, additional conduct charges, and interim suspension.
- **Interim Suspension.** When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension pending the outcome of a conduct process. Parties may request a prompt review of the need for and terms of an interim suspension.
- When the accused is not a student but is a member of the college community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and Maritime College policies and rules.
- **Referrals.** Students may be referred to on- and –off campus resources, including but not limited to counseling, advocacy, or medical services.
- **Accommodations.** To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them.

Retaliation against anyone who has filed a discrimination or sexual harassment complaint, or who has participated in the investigation, is prohibited, may constitute illegal conduct, and will be considered an additional violation of Maritime College policy and result in disciplinary action. Intimidation, coercion, threats, reprisals or discrimination against any student or employee for complaining about harassment or discrimination or participating in an investigation of alleged harassment or discrimination constitute prohibited retaliatory conduct.

Respondents, subject to an interim measure and/or involved in an ongoing investigation, may be prevented from

participating in graduation. In that case, Respondent will not receive their diploma or MMC license until the interim measure is lifted or until an investigation and associated judicial and disciplinary actions conclude.

4. Notice

The Title IX Coordinator or a designee will promptly inform the Respondent of any actions undertaken that would directly impact them. Notice is generally given upon delivery of the written directive via email or in-person delivery. Notice may occur where Respondent has actual or constructive knowledge of an interim measure. Interim Measures become effective when notice is provided.

5. Violating a Protective Measure

A person violates an interim protective/restrictive measure if they (1) have notice, as addressed above, and (2) intentionally or unintentionally failed to comply with restrictions articulated in the written directive (e.g. “No Contact Order”, “Interim Suspension.”) issued by a College official, faculty, or staff member. A person who violated an interim protective/restrictive measure may be charged with “failure to comply” and may be subject to additional interim measures (e.g. interim suspension) as detailed in the written directive.

6. Interim Suspension Pending Resolution

Once a formal complaint has been filed, immediate action may be necessary to protect the Reporting Individual or the college community. Where the allegation of prohibited conduct has not been adjudication on the merits, an Interim Suspension may be imposed.

In determining whether an Interim Suspension is appropriate, the Title IX and/or Deputy Title IX Coordinators and other designated college officials may meet to conduct a continuing threat and danger assessment. In determining whether an individual poses a continuing threat to the community, the following factors may be considered:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the accused has failed to comply with prior interim measures, such as No Contact Order, or with court orders, such as an Order of Protection;
- Whether the incident represents escalation, such as a situation that previously involved sustained stalking,
- the increased risk that the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the Reporting Individual is a minor; and,
- Whether we possess other means to obtain evidence such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group.

Interim Suspensions may include the withdrawal of any or all College privileges and services, including class attendance, participation in examinations, participation in athletics, and utilization of college premises and facilities.

The Interim Suspensions may be issued by the Dean of Students or other designated college officials. During summer sea term, Master of the Empire State VI may be considered a designated college official.

During Summer Sea Term, an Interim Suspension may result in repatriation. Upon repatriation, a prompt and equitable investigation and the resolution of allegations will occur, as prescribed by the State College of New York Discrimination Complaint Procedures and as outlined in these policies and the Code of Conduct.

7. Reviewing Interim Measures

Both parties may submit a written petition to the Title IX Coordinator or the issuing college official for a review of the decision to impose an interim measure. The petitioning party must submit a petition explaining the reason for their request and include any supporting documentation. Petitions should ideally be submitted as a separate word document and be clearly labeled. General complaints communicated verbally or via email will not automatically be construed as a petition to review an interim measure. The petitioning party should address any questions about the process to the Title IX Coordinator.

The Title IX Coordinator may inform the non-petitioning party that a petition has been filed and provide access of the petition to that party. The non-petitioning party may choose to submit a written response to the petition. Upon receipt of a petition and accompanying responses, the Title IX and/or Deputy Title IX Coordinators and other

designated individuals will meet to review the petition and to conduct a new continuing threat and danger assessment. An interim suspension may be lifted if there is a change in circumstance or good cause.

Please note that SUNY officials may be consulted before rendering a decision on the petition. A decision regarding the petition will be communicated via email. Should an interim measure be lifted, Coordinators may recommend and impose alternate reasonable and appropriate interim measures.

E. Evidence Preservation

Preservation of information and tangible material relating to alleged prohibited conduct is essential for investigations under these procedures, as well as, law enforcement investigations.

Evidence of sexual assault, dating violence, domestic violence, or stalking should be preserved as soon as possible, even if you are unsure about reporting to the college or filing criminal charges. Preservation of evidence is essential for both law enforcement and campus disciplinary investigations. Write down, or have a friend write down, everything you can remember about the incident, including a physical description of the assailant. You should attempt to do this even if you are unsure about reporting the incident in the future.

8. Steps to preserve forensic evidence

- Avoid drinking, showering, brushing your teeth, using mouthwash, or combing your hair.
- Do not change clothes. If you have already changed clothes, place your clothing and other items (sheets, blankets) in a brown paper bag (a plastic bag may destroy evidence). Do not move anything touched by the offender. Do not clean the crime scene.
- Go to a hospital emergency department, such as Jacobi Medical Center, which can provide a sexual assault forensic exam, also known as a rape kit, and medical care for victims of sexual assault and intimate partner violence. A sexual assault nurse examiner, who is trained to provide comprehensive care, can collect forensic evidence.
- A rape kit should be completed as soon as possible and within 72 hours of the assault. You have the right to refuse the entire exam or any part of it at any time. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information may be found here: http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf, or by calling 1-800-247-8035. Options are explained here: <http://www.ovs.ny.gov/helpforcrimevictims.html>.
- If you suspect you are the victim of a drug-facilitated sexual assault, ask the hospital or clinic where you receive medical care to take a urine sample. Drugs such as Rohypnol and GHB are more likely to be detected in urine than in blood. Rohypnol stays in the body for several hours, and can be detected in the urine for up to 72 hours after taking it. GHB leaves the body in 12 hours.
- Consider bringing someone to the hospital with you for support.
- The hospital may call a rape crisis/victim assistance advocate to be available anytime someone comes in for a rape kit. You can decide whether or not you want to speak with the advocate. The advocate is a confidential resource who is not affiliated with the college. They can provide you with confidential support and talk with you about your options.
- If you need a ride to or from the hospital, please contact the University Police Department at 718-409-7311

9. Physical evidence

Physical evidence should be preserved even if you choose not to go to the hospital for a forensic exam. Save all of the clothing you were wearing at the time of the assault. Put each item in a separate paper bag (do not use plastic bags). Save all bedding (blankets, sheets) and put each in a separate paper bag. Take photographs of any visible physical injuries (bruising, scratches) for use as evidence. If you report to law enforcement, they may want to take their own photos as evidence.

10. Electronic evidence

Evidence such as texts, emails, Facebook posts, Snapchats, pictures, videos or other forms of electronic communication can be helpful in a college or criminal investigation. Download, save to a PDF, take screenshots or use other methods to preserve electronic evidence.

F. Investigatory Process

Maritime College is committed to conducting adequate, reliable, and impartial investigation of reports and complaints of sexual violence, misconduct, discrimination, and harassment. The Title IX Coordinator is responsible for overseeing and managing the investigatory process. All Maritime College employees, other than the confidential resources discussed above, are required to promptly and fully report all information about alleged or suspected sexual violence to the Title IX Coordinator.

11. Time Limits to File a Formal Report

To promote timely and effective review, Maritime College strongly encourages Reporting Individuals, Complainants, and other persons with knowledge of possible violations of this policy to make reports as soon as possible. A delay in reporting may affect the College's ability to gather relevant and reliable information, contact witnesses, investigate thoroughly, and respond meaningfully. It may also affect the College's ability to take disciplinary action against a student or faculty/staff who has engaged in prohibited conduct.

While prompt reporting is encouraged, the College will consider as timely any Formal Complaint that is filed under these procedures as long as the Respondent is a "student," as defined by the Code of Conduct and these procedures. (e.g., has not graduated or permanently left the College).

If the Respondent is no longer a student at the time of the Formal Complaint, and the College is, thus, unable to pursue resolution, it will still seek to meet its Title IX obligations by providing support for the Complainant and, as feasible, taking appropriate steps to end any prohibited conduct, prevent its recurrence, and address its effects.

12. Jurisdiction

The Title IX Coordinator has campus-wide responsibility for implementing and investigating potential violations of Maritime College's policies on sexual discrimination, sexual assault, sexual violence, and sexual harassment. Maritime College responds to allegations of sexual harassment, sexual violence, domestic violence, dating violence, stalking, and sexual assault brought forward by student, staff, faculty and visitor.

These procedures will apply to prohibited conduct by any student (e.g. has not graduated, has not permanently left Maritime College, or has not been administratively dis-enrolled). These procedures apply to students who are currently on leave of absence or under suspension from being a student. These policies apply regardless of the location or medium of the conduct, where the alleged conduct has occurred in the context of a College program or activity, or where the conduct poses a threat to the College's mission or to the health or safety of the College community, including potentially contributing to or creating a hostile environment on campus. A student may be charged with violating local, state and federal laws and the code of conduct, as the student has obligations to the State and Maritime College.

Where an employee is involved in the investigation, the investigative process and any additional disciplinary process may be governed by collective bargaining agreements, any legally binding contract or agreement, and Maritime's adopted complaint procedure, outlined in the State College of New York Discrimination Complaint Procedures.

13. Initial Assessment/ Preliminary Inquiry

Upon receipt of a report of alleged prohibited conduct, the Title IX Coordinator and/or Deputy Title IX Coordinators will make an initial assessment of the reported information and respond to any immediate health or safety concerns raised by the report.

Should the Reporting Individual seek to move forward with a formal complaint, the Title IX Coordinator will promptly initiate an investigation. A Reporting Individual may decline to participate in an investigation at any time. This may impact the Maritime's ability to meaningfully investigate and respond to the report.

Should the Reporting Individual make a request for confidentiality, the Title IX Coordinator will weigh this request based on the totality of the circumstances and the college's obligation to provide a safe, non-discriminatory environment. Maritime College, through the Title IX Coordinator, may proceed with an investigation where further action is needed to adequately mitigate the risk of harm to the Reporting Individual or to other members of the Maritime College community.

Regardless of whether the Reporting Individual chooses to file a formal complaint or participate in an investigation, the Title IX Coordinator will assist the Reporting Individual with reasonable and available accommodations, as described in protective measures and accommodations. Note that certain Interim Measures may not be available if the Reporting Individual wishes to maintain anonymity.

a. Where the identity of the Complainant is known.

The Title IX Coordinator will review applicable college policies and resources and ensure that the Complainant receives a written explanation of all available resources and options and is offered the opportunity to meet promptly with the Title IX Coordinator to discuss those resources and options.

In the initial assessment and meeting or correspondence with the Complainant, the Title IX Coordinator will:

- Assess the Complainant's safety and well-being and offer the College's support and assistance through available resources;
- Inform the Complainant that the Title IX Coordinator will maintain the Complainant's privacy to the greatest extent possible and disclose information only as necessary pursuant to these procedures;
- Inform the Complainant of their right to seek medical treatment (including a sexual assault forensic examination) and explain the importance of obtaining evidence and preserving forensic and other evidence;
- Inform the Complainant of their right to contact law enforcement, be assisted by college officials in contacting law enforcement, or decline to contact law enforcement, and their right to seek a protective order;
- Inform the Complainant that the criminal justice system uses different standards of proof and evidence than these procedures and that any questions about whether the reported prohibited conduct constitutes a penal law violation should be addressed by law enforcement;
- Inform the Complainant about College and community resources, including counseling, health, and mental health services; victim advocacy; procedural advocacy; legal resources; visa and immigration assistance; student financial aid; and other resources both on campus and in the community, and how to request or contact such resources;
- Inform the Complainant of the right to seek appropriate and available Interim Measures and how to request such measures;
- Inform the Complainant of the right to file a Formal Complaint and seek resolution under these procedures; provide the Complainant with an overview of these procedures; and inform the Complainant of the right to withdraw a Formal Complaint at any time and to decline or discontinue resolution under these procedures at any time, but that declining to participate in an investigation and/or the adjudicatory process under these procedures may limit the College's ability to investigate meaningfully and respond to a report of prohibited conduct;
- As possible and appropriate, ascertain the Complainant's preference for pursuing formal resolution and discuss with the Complainant any concerns or barriers to participating in any investigation and resolution process under these procedures;
- Explain that the college prohibits retaliation, that retaliation constitutes prohibited conduct under these procedures, and that the College will take appropriate action in response to any act of retaliation;
- Inform the Complainant of their rights afforded under the *Students' Bill of Rights*; and,
- Communicate with appropriate College officials to determine whether the report triggers any Clery Act obligations, including the entry of the report in the daily crime log and/or issuance of a timely warning, and take steps to meet those obligations.

b. Where the identity of the Complainant is unknown.

The Title IX Coordinator will assess the nature and circumstances of the report, including whether it provides information that identifies the potential Complainant, the potential Respondent, any witnesses, and/or any other third

party with knowledge of the reported incident, and take reasonable and appropriate steps to respond to the report of prohibited conduct consistent with applicable federal and state law and these procedures.

14. Investigation

a. Overview

The investigation is designed to be timely, thorough, and impartial and to provide for a fair and reliable gathering of the facts. All individuals involved in the investigation, including the Complainant, the Respondent, and any third-party witnesses, will be treated with sensitivity and respect. The Complainant and the Respondent will have an equal opportunity to participate in the investigation, including an equal opportunity to be heard, submit evidence, and suggest witnesses who may have relevant information. Specifically, each party will have the opportunity to:

- be interviewed by the investigator and/or Title IX Coordinator;
- revise and update their own interview statements to be included in the Investigative Report;
- provide evidence;
- suggest witnesses to be interviewed; and,
- review the final Investigative Report and accompanying documentation and evidence.

Maritime College, through the Title IX Coordinator, may provide both the Complainant and the Respondent with reasonable accommodations and/or interim measures. Further, Maritime College will strictly enforce its policy protecting the Complainant and the Accused Individual against retaliatory action. Upon completion of the investigation, the Title IX Coordinator may furnish the Investigative Report, including accompanying documentation and evidence to the Judicial Officer.

Investigations are normally completed within 60-90 business days, absent extenuating circumstances and/or collective bargaining agreements. The Title IX Coordinator or their designee may extend this time frame for good cause, including College breaks, summer sea term, and other professional obligations.

The Title IX Coordinator may establish reasonable time limits for the various stages of the investigation. The Title IX Coordinator may grant reasonable requests for extension. However, failure to meet deadlines or delays aimed to prolong the process may result in forfeiture of the party's ability to participate in that aspect of the investigation.

b. Objective

The objective of the investigation is to determine whether there is *probable cause* that members of Maritime College have engaged in conduct constituting, (1) sex- or gender-based discrimination, sexual violence, or sexual misconduct in any form or (2) whether the Complainant's account, if accepted as truthful, alleges a violation of Maritime College policy. Where there are multiple alleged conduct violations of the Code of Conduct, the Title IX Coordinator will determine whether or not to handle all alleged conduct violations through this investigation or to refer some of the alleged conduct for review under a separate process.

c. Consent

The Title IX Coordinator may seek consent from the Complainant prior to commencing an investigation. The Complainant may decline to consent and seek to maintain confidentiality. Generally, Maritime College will honor requests for confidentiality. However, Maritime College, through the Title IX Coordinator, may proceed with an investigation where further action is needed to adequately mitigate the risk of harm to the Complainant or to other members of the Maritime College community.

d. Participation

Generally, all members of the Maritime College community are expected to provide truthful information and cooperate and participate in inquiries, investigations, and resolutions of reports and formal complaints of prohibited conduct. Under this policy, the Complainant, the Respondent, and any involved individuals may *decline* to participate in the investigation and/or judicial process.

Absent a party's active participation, Maritime College may proceed with an investigation, refer a matter for adjudication under judicial and disciplinary proceedings, hold a hearing, and impose applicable sanctions.

Note that failure to participate will not automatically result in a negative inference but may impact a party's ability to effectively present information in their favor.

e. Advisors and Support Persons

The Title IX Coordinator will provide written notice to the Complainant and the Respondent confirming that they may both have an advisor accompany them throughout the investigative and disciplinary process. All parties involved are entitled to an advisor (designated by Maritime College), an outside advisor, and a support person (collectively referred to as “Advisors”). While Deputy Title IX Coordinators are available as designated advisors, the Complainant and the Respondent have the right to elect an advisor of their choosing (“outside advisor”), whether or not the advisor is another student, coach, faculty, staff, relative, attorney, or third party.

The “potted plant” rule applies to Advisors throughout the investigation and disciplinary process. While a FERPA release may allow college officials to answer general questions about a matter, college officials will not meet with Advisors separately or discuss particulars of the investigation with them. Any inquiries should come directly from the Complainant or Respondent. Further, Advisors may not speak on their party’s behalf or otherwise interfere with meetings or proceedings. Advisors must be accompanied by their respective parties when viewing any evidence.

Where either the Title IX Coordinator or the Judicial Officer determines that an Advisor’s conduct undermines the integrity of this policy or interferes with meetings or proceedings, an Advisor may be prohibited from continuing to serve in their role. Where there are unreasonable delays due to an Advisor, the Title IX Coordinator or Judicial Officer may elect to hold meetings or proceedings absent their presence. The affected party will be permitted to obtain a substitute Advisor.

Where employees are involved in an investigation, the selection and availability of an advisor may be impacted by applicable collective bargaining agreements, contract requirements, legal requirements, and Maritime policy.

f. Notice of Investigation & Initial Meeting

The Title IX Coordinator shall provide simultaneous, written notification to the Complainant and Respondent of an investigation. The notification will include information about the parties’ respective rights and obligations under these procedures, inform the parties of their right to seek assistance of an advisor provided by the College, a second advisor, and a support person, explain the prohibition against retaliation, and reiterate the alcohol and/or drug use amnesty. A copy of the *Students’ Bill of Rights* and Maritime’s Code of Conduct will be readily available in digital and/or hardcopy format.

Further, the notification may include the identity of the Complainant and general information about the alleged prohibited conduct, including the nature of the alleged incident (e.g. sexual harassment, sexual violence), the location (e.g. on campus, off campus), and the applicable time frame (e.g. actual date, applicable academic term). Where the Complainant requests to remain confidential or the identity of the Complaint is unknown, the notification will simply include general information about the alleged prohibited conduct.

The Title IX Coordinator shall schedule a meeting to speak individually with both parties to explain the need for an investigation and to discuss the investigation process, the judicial code of conduct proceedings, the right to an advisor, the students’ rights and responsibilities, available resources, and other information pertinent to the investigation and its aftermath.

g. Investigative Process & Evidence

The investigation focuses on a fair and impartial collection of all available evidence, including, but not limited to, witness accounts and relevant documents. The investigation shall include interviews of (1) the Complainant, (2) the Accused Individual, and (3) any witness(es) and other persons who are identified as possibly having some information related to the alleged incident(s) and who agree to be interviewed, and a review of any relevant documentation and other evidence.

The Complainant and the Respondent are afforded opportunities to offer evidence for inspection and review by the Title IX Coordinator and/or designee. All involved parties are encouraged to preserve all information and tangible material relating to the prohibited conduct. Throughout the investigation, the Title IX Coordinator shall take appropriate action to collect and preserve evidence related to the alleged incident(s). The collection of any forensic evidence shall be handled by local police authorities or other authorized professionals.

Involved parties will have the opportunity to request in writing the evidentiary materials that they would like the Title IX Coordinator and/or their designee to seek to obtain. The Title IX Coordinator has the discretion to determine the relevance of any requested materials and to request any relevant evidentiary materials. Further, the Title IX Coordinator will determine what, if any, expert testimony and materials will be included in the investigative report. The result of polygraph tests and other “lie detection” techniques are inadmissible in the proceedings.

i. Access

Where available, the Title IX Coordinator may provide all parties access to evidence and materials obtained during the preliminary inquiry phase and the investigation. Upon completion of the Investigative Report, the Title IX Coordinator may provide the Judicial Officer with the Investigative Report.

Upon receipt of the Judicial Officer’s notification, parties should schedule an initial meeting with the Judicial Officer within 5 business days. After this initial meeting, the Judicial Officer may provide parties with access to the Investigative Report and any accompanying documentation and evidence. As dictated by the Student Code of Conduct Process, all parties will have an opportunity to provide the Judicial Board with additional evidence, statements, and a response to the Investigative Report.

Parties may request access to such materials by making an in-person appointment during normal business hours. Absent extenuating circumstances, parties must be physically present when viewing evidence. Parties will not be permitted to photograph, record, or copy any of the Investigative Report or accompanying materials. However, parties will be permitted to take notes. Advocates should be accompanied by their respective parties when viewing any evidence.

15. Investigative Report

The Title IX Coordinator and/or designee will create an Investigative Report, which may include summaries of interviews, evidentiary materials, and any relevant observations and recommendations. The report will also explain the scope of the investigation and summarize the information gathered during the investigation. The Title IX Coordinator may identify contested and uncontested facts, highlight inconsistencies, and address the relevancy of evidence. When appropriate, the Title IX Coordinator may consult Deputy Title IX Coordinators and other college officials.

The Investigative Report will not include findings of fact; nor does this report include opinions as to whether the conduct alleged can be proven by the preponderance of the evidence. Based on the totality of the circumstances and available evidence, the Title IX Coordinator will determine whether or not there is *probable cause* to believe that the Respondent violated the applicable provisions of the Student Code of Conduct and determine whether there is sufficient evidence to refer the matter to the Judicial Officer.

The Judicial Officer may use the findings of the investigation to charge the Respondent(s) with any referenced violations in the report or additional violations of the Student Code of Conduct. Upon issuance of charges, the Investigative Report will become part of the hearing record and appropriate access will be granted to all parties.

a. Redactions

The Title IX Coordinator may exclude and redact content that is impermissible or not relevant, and such exclusions will be noted in the investigative report. At the request of a party or a witness, the Title IX Coordinator may exclude content falling into one of the categories listed below.

- **Prior sexual history.** Generally, involved parties may exclude evidence of their own prior sexual history with anyone other than the other party.
- **Past findings.** Both parties may exclude evidence of their own past disciplinary findings of responsibility of dating violence, domestic violence, sexual assault, or stalking. However, such findings may be admissible at the stage of the hearing for determining sanctions.
- **Mental health treatment and/or diagnosis.** Generally, both parties may exclude evidence of their own mental health diagnosis and/or treatment.
- **Sensitive personal identifying information and medical records.** Sensitive personal identifying information, such as social security numbers and irrelevant information contained in medical records, will be excluded.

b. Standards of Proof

Where there is *probable cause* to believe the College's regulations prohibiting sexual violence and misconduct have been violated, the College will expedite strong disciplinary action through its own channels. This disciplinary action includes the possibility of suspension or dismissal from the college. An individual charged with sexual misconduct will be subject to college disciplinary procedures, whether or not prosecution under New York State Criminal Statutes is pending.

The standard of proof for a finding of responsibility is *preponderance of the evidence*. This standard asks whether it is "*more likely than not*" that prohibited conduct occurred. If the evidence presented meets this standard, then the Respondent should be found responsible.

c. Referral to Judicial or Disciplinary Proceedings

Upon completion of the investigation, the Title IX Coordinator may refer the matter to the code of conduct process and furnish the Investigation Report to the Judicial Officer. Upon review of the Investigative Report, the Judicial Officer may begin judicial proceedings and charge the Respondent with violations of the Code of Conduct. Students participating in athletics, clubs, or other educational programs may be subject to rules and regulations governed by these respective programs.

Where an employee is involved in the investigation, the investigative process and the disciplinary process will involve the Assistance Vice President of Human Resources. Any additional disciplinary process may be governed by collective bargaining agreements, any legally binding contract or agreement, and Maritime's adopted complaint procedure, outlined in the State College of New York Discrimination Complaint Procedures.

G. Student Code of Conduct Process

Student judicial conduct proceedings are governed by the procedures set forth in the Maritime College's Code of Conduct as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.

Throughout conduct proceedings, the Complainant **and** the Respondent will have:

- The same opportunity to be accompanied by Advisors who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Participation of Advisors in any proceeding is governed by this policy, federal law, and the Code of Conduct.
- The right to a prompt response to any complaint and to have their complaint adjudicated in an impartial, timely, and thorough manner by individuals who receive annual and ongoing training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the Respondent, including the right to a presumption that the Respondent is "not responsible" until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.
- The right to conduct process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.
- The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Respondent will be given a brief summary of the alleged prohibited conduct (nature, location, time frame), reference to charges at issue, and possible sanctions.
- The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 business days except when law enforcement specifically requests and justifies a longer delay.
- The right to review available relevant evidence in the Investigative Report.
- The right to present evidence and testimony at a hearing, where appropriate.
- The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
- The right to exclude prior sexual history with persons other than the other party in the conduct process

or their own mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.

- The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
- The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
- The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions, and the rationale for the decision and any sanctions.
- The right to written or electronic notice about the sanction(s) that may be imposed based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
- Access to at least one level of appeal of a determination of the Judicial Board.
- The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years.
- The right to choose whether to disclose or discuss the outcome of a conduct hearing.
- The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

For additional information on judicial proceedings, please refer to the Code of Conduct.

16. Sanctions

Students found to be in violation of a provision of this policy, by preponderance of the evidence, will be subject to disciplinary sanctions as described in “Judicial Proceedings” of Maritime’s Code of Conduct. The seriousness of the misconduct, prior disciplinary records, and past findings of sexual violence, domestic violence, dating violence, stalking, or sexual assault may be used to determine the appropriate sanction.

For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion. Per the Code of Conduct, any act of harassment or violence of any kind, and hate/bias crimes which may be the result of alcohol may result in suspension and/or expulsion.

Where an employee is involved in a disciplinary proceeding, the disciplinary process and any associated sanctions may be governed by collective bargaining agreements, any legally binding contract or agreement, and Maritime’s adopted complaint procedure, outlined in the State College of New York Discrimination Complaint Procedures.

17. Transcript Notations and Withholding Degrees

Students found responsible for violating Maritime College’s sexual violence policies may receive, as part of their sanctions a Permanent Transcript Notation (PTN) in addition to whatever other sanctions are placed upon the student. Pursuant to Maritime’s transcript notation policy for student conduct matters, the following actions will result in a permanent transcript notation for a student:

- Suspended* after a finding of responsibility for a code of conduct violation
- Expelled after a finding of responsibility for a code of conduct violation
- Withdrew with conduct charges pending

If the underlying finding of responsibility is vacated for any reason, the transcript notation will be removed.

*A suspended student can appeal to seek removal of the transcript notation, but, only after two years from the conclusion of suspension. The student must submit their appeal to the Dean of Students with supporting documentation.

Transcript notations for expulsions or withdrawals will not be removed.

Upon opening an investigation under these procedures, Maritime College reserves the right to place an admin hold on Respondent's account. Degrees will not be awarded to the Respondent while a Formal Complaint under these procedures is pending. Maritime College will withhold awarding a degree otherwise earned until the adjudication process set forth in these procedures is complete, including the satisfaction of any sanctions imposed.

VI. Student Onboarding and ongoing education

Maritime College believes that sexual violence prevention training and education cannot be accomplished via a single day or a single method of training. To that end, Maritime College, in accordance with SUNY-wide policy and state and federal law, will continue to educate all new and current students using a variety of best practices aimed at educating the entire college community in a way that decreases violence and maintaining a culture where sexual assault and acts of violence are not tolerated.

During the course of their onboarding, all new first-year and transfer students will receive training on the following topics:

- Maritime College prohibits sexual harassment, including sexual violence, domestic violence, dating violence, stalking, other violence or threats of violence, and will offer resources to any victims/survivors of such violence while taking administrative and conduct action regarding any accused individual within the jurisdiction of the institution.
- Relevant definitions including, but not limited to, the definitions of sexual violence and consent.
- Policies apply equally to all students regardless of sexual orientation, gender identity, or gender expression.
- The role of the Title IX Coordinator, University Police Department, and other relevant offices that address violence prevention and response.
- Awareness of violence, its impact on victims/survivors and their friends and family, and its long-term impact.
- The *Students' Bill of Rights* and Sexual Violence Response Policy, including:
 - How to report sexual violence and other crimes confidentially, and/or to college officials, campus law enforcement and security, and local law enforcement.
 - How to obtain services and support.
- Bystander Intervention and the importance of taking action, when one can safely do so, to prevent violence.
- The protections of the Policy for Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases.
- Risk assessment and reduction including, but not limited to, steps that potential victims/survivors and potential assailants and bystanders to violence can take to lower the incidence of sexual violence.
- Consequences and sanctions for individuals who commit these crimes.

The onboarding process is not limited to a single day of orientation. Maritime College will conduct these trainings using multiple methods to educate students about sexual violence prevention. Maritime College will also share information on sexual violence prevention with parents of enrolling students.

Students at Maritime College shall be offered general and specialized training in sexual violence prevention. Maritime College will conduct a campaign, compliant with the requirements of the Violence Against Women Act, to educate the student population. Further, the College will, as appropriate, provide or expand specific training to include groups such as international students, students that are also employees of the campus, leaders and officers of registered/recognized student organizations, online and distance education students. The College will also provide specific training to members of groups identified as likely to engage in high-risk behavior.

In accordance with New York State Education Law section 129-b, Maritime College will require that student leaders, officers of registered/recognized student organizations, and student-athletes complete training on sexual violence prevention.

Methods of training and educating students may include, but are not limited to:

- President's welcome messaging;
- Online training;
- Social media outreach;

- First-year seminars and transitional courses;
- Course syllabi;
- Posters, bulletin boards, and other targeted print and email materials;
- Programming surrounding large recurring campus events;
- Partnering with neighboring SUNY and non-SUNY colleges to offer training and education;
- Partnering with State and local community organizations that provide outreach, support, crisis intervention, counseling and other resources to victims/survivors of crimes to offer training and education. Partnerships can also be used to educate community organizations about the resources and remedies available on campus for students and employees seeking services; and
- Outreach and partnering with local business those attract students to advertise and educate about these policies.

Maritime College will engage in a regular assessment of sexual violence education and prevention programming and policies to determine effectiveness.

VII. Additional Resources

A. Counseling Services

Listed below are independent programs and services that students can contact for further assistance. Students are also encouraged to contact the Maritime's Mental Health Counselor in Riesenberg Gymnasium/Health Services. Sessions are free and confidential.

- Counseling & Psychotherapy of Throggs Neck
(718) 792-4178
- Crime Victims Support Services of the North Bronx
(718) 823-4925
- Jacobi Hospital - Psychiatric Emergency
(718)-918-4850
- New York State Coalition Against Sexual Assault
<http://nyscasa.org/>
- North Central Bronx Hospital Sexual Assault Treatment Program
(718) 519-3100
- New York City Alliance Against Sexual Assault
<http://www.svfreennyc.org/>
- Bronx District Attorneys Crime Victims Assistance Unit
College Campus Sexual Assault Coordinator
718-838-7219 (office line)
718-590-2115 (main line)
- Kingsbridge Heights Community Center
Changing Futures Program
718-884-0700 ext. 179 (main line)
Campus Sexual Assault Coordinator
718-884-7000 ext. 140
- New York City Anti-Violence Project (AVP)
212-714-1141 (24-7 hotline)
LGBTQ

- Safe Horizon
1-800-810-7444 (24-7 hotline)
- New York City Crime Victims' Hotline
866-689-4357

B. General Resources (Victim of a Crime)

If you are a victim/survivor of a crime, the Office for Victims of Crime site has resources to help you find a program, contact a helpline, find your compensation program and learn about additional resources.

- Office for Victims of Crime
1-800-363-0441
<http://www.ovc.gov/>
- New York State Office of Victim Services
1-800-247-8035
<https://ovs.ny.gov>
- New York State – Reporting Sexual Assault on College/College Campuses
1-844-845-7269

C. Hotlines and Online Resources for Crisis Intervention, Support, and Referrals

18. Sexual Violence & Relationship Violence

Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: <http://www.opdv.ny.gov/> (or by calling 1-800-942-6906), and assistance can also be obtained through:

- SUNY SAVR: <https://www.suny.edu/violence-response/>
- SurvJustice: <http://survjustice.org>
- Legal Momentum: <https://www.legalmomentum.org/>
- NYSCASA: <http://nyscasa.org/get-help/>
- NYSCADV: <http://www.nyscadv.org/>
- Pandora's Project: <http://www.pandys.org/lgbtsurvivors.html>
- GLBTQ Domestic Violence Project: <http://www.glbtqdv.org/>
- RAINN: <https://www.rainn.org/get-help>
- Safe Horizons: <http://www.safehorizon.org/>

Please note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Victims/survivors are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases).

19. Relationships

- Love is Respect: Loveisrespect.org
- Break the Cycle: www.breakthecycle.org
- One Love Foundation: <https://www.joinonelove.org/>
- Iwannaknow (www.iwannaknow.org)
- Day One (www.dayoneny.org)
- TwoOfUs (www.twoofus.org)
- Futures Without Violence (www.futureswithoutviolence.org)

20. Men

- 1 in 6: www.1in6.org
- Male Survivor: www.malesurvivor.org
- Men Can Stop Rape: www.mencanstoprape.org/

- National Domestic Violence Hotline: 1-800-799-SAFE (7233)

21. LGBTQ

- LGBTQ National Help Center: 888-843-4564, www.glbthotline.org
- The Trevor Project: www.thetrevorproject.org
- NYC Anti-Violence Project: 212-715-1141, avp.org
- FORGE: <http://forge-forward.org/>
- The Fenway Institute: <http://fenwayhealth.org/>
- Trans Lifeline: 877-565-8860, <https://www.translifeline.org/>

22. Mental Health

If you're having thoughts of suicide, please reach out to the National Suicide Prevention Lifeline for help. They're available 24/7 by phone at 1-800-273-8255 and by chat. Please view the additional crisis prevention resources below:

- NYC Well: 888-692-9355, nyc.gov/nycwell
- Boys Town Crisis and Suicide Hotline: 800-448-3000
- Half of Us: www.halfofus.com
- S.A.F.E. Alternatives: 800-DONT-CUT (366-8288)
- Self-Injury Outreach and Support: www.sio Outreach.org
- Substance Abuse & Mental Health Services Administration (SAMHSA): 800-662-4357, www.samhsa.gov
- National Eating Disorder Association (NEDA): 800-931-2237, www.nationaleatingdisorders.org

D. Alcohol and/or Substance Use

The use and/or abuse of illegal drugs, tobacco, and alcohol carries possible health risks to the individual user as well as the campus community and community at large. Substance use risk reduction strategies are an important way to keep our campus healthy and safe.

Please do not hesitate to seek help if you are a victim of a crime, even if you have violated the College's Alcohol and/or Drug Policies. You will be treated with dignity and care throughout the reporting process, regardless of the circumstances of the assault.

23. Alcohol and Risk Reduction*

What to know

- Do the math:
 - one drink = 12 oz. of regular beer
 - one drink = 4 to 5 oz. of wine
 - one drink = 1.5 oz. of hard alcohol
- Binge- or problem-drinking is defined as consuming five or more drinks on one occasion
- Any amount of alcohol can impair judgment—more so under certain conditions
- Our body metabolizes approximately one alcoholic drink per hour—there is no way of speeding it up
- Drinking while engaging in sexual behavior can increase risk for sexual assault, transmitting STIs and unplanned pregnancies
- Alcohol is a drug—it is an addictive substance that changes our brain chemistry and can cause chemical dependency

How to be safe

- When you go to a party, go with a group of friends. Arrive together, watch out for each other, and leave together. Make sure at least one member of the group to remain sober and look out for others.
- If you choose to drink, know your limits and stick to them. Have one drink with alcohol and the next one without alcohol.
- If someone has passed out, do not leave them alone. Turn them on their side and call 911, do not assume they will "just sleep it off".
- Trust your instincts about uncomfortable situations. Be aware of your surroundings at all times.

- Don't allow yourself to be isolated with someone you don't know or trust.
- State your limits clearly. Don't be afraid to say "No" and/or walk away if you are feeling pressured or coerced, or even just uncomfortable.
- Educate yourself about Date Rape Drugs. Don't leave your beverage unattended or accept a drink from an open container. Don't drink anything with an unusual taste or appearance. If someone acts extremely drunk after only one or two drinks, they may have been drugged. Call 911 or take them to the hospital.

Plan ahead

- Eat before you drink anything
- Ask a friend to keep an eye on you
- Set a limit on how many drinks you're going to have
- Never leave your drink unattended
- Prepare to say no if you're offered drinks by others

Credited: Sindecuse Health Center, Western Michigan University. www.mwich.edu

24. Alcohol and/or Substance Abuse and Abusive Relationships*

If you are in an abusive relationship, drugs and alcohol can make an unhealthy situation worse. Abusive partners may get a person drunk or high to increase their vulnerability. Emotions may be stronger or change quickly and a bad situation may escalate more quickly. It may be harder to take action to escape a bad situation (because you/your ride are unable to drive, it's difficult to remember your safety plan, etc.).

Further, abusive partners frequently do not accept responsibility for their actions and blame drugs or alcohol for their unhealthy behavior. Drugs and alcohol do affect a person's judgment and behavior, but they are not a reason for violent behavior. Watch out for these common excuses:

- "I didn't mean what I said. I was drunk."
- "I would never hit you sober."
- "Drinking turns me into a different person. That's not who I really am."

It's important to remember that when a person is intoxicated or under the influence of drugs, their actions still reflect their personality. If someone is violent when they are drunk or high, it's probably just a matter of time until they are abusive when they're sober.

Credited: Love is Respect. www.loveisrespect.org.

25. Addiction*

Addiction is another very serious health risk associated with the use of alcohol or other substances. Addiction is a primary, progressive, chronic and potentially fatal disease. Some people think addiction is about a lack of willpower — that someone with a drug or alcohol problem simply doesn't want to get better and could easily quit if they really tried. That couldn't be further from the truth. Addiction is far more complex and less forgiving than many people realize.

Signs and symptoms of addiction may include:

- Drinking or using substances for the relief of withdrawal symptoms
- Increased tolerance or reverse tolerance (drug sensitization)
- Feeling guilt, shame or remorse (as a result of behavior while under the influence of alcohol or other drugs)
- Anxiety, depression, or other mental health diagnosis
- Concern from family and/or friends about drinking or drug use
- Decline in work performance or loss of interest in hobbies and daily activities
- Inability to remember what happened when drinking (blackouts)
- Financial difficulties including making sacrifices for the purchase of drugs
- Having problems with the law through increasingly risky behaviors and impaired judgment
- Denial or not being aware that a problem exists
- Much time dedicated to the use of a substance (obsession)

- Use that continues despite known health problems that have developed from use

Credited: Start Your Recovery. <https://startyourrecovery.org/>

26. Resources & Hotlines

Below are some on- and off-campus resources.

- Mental Health Counselor
718-409-3916; Riesenbergs Gymnasium, Health Services
- Maritime Campus Ministries
- University Police, Front Gate
Emergency: 911
Non-Emergency: 718-409-7311
- Employee Assistance Program
718-409-741; B Company Room 123
- NYS Office of Alcoholism and Substance Abuse Services
1-877-846-7369, <http://www.oasas.ny.gov>
- Start Your Recovery, [StartYourRecovery.org](https://startyourrecovery.org)
- CAGE Questionnaire, A Screening Test for Alcohol Dependence,
<https://counsellingresource.com/quizzes/drug-testing/alcohol-cage/>
- College Drinking- Changing the Culture, <https://www.collegedrinkingprevention.gov/>
- National Institute on Alcohol Abuse and Alcoholism, <https://www.niaaa.nih.gov/alcohol-health>
- National Helpline for Substance Abuse Referral Services 1-866-684-6303
- NYS AIDS Hotline 1-800-541-AIDS (2437), en espanol 1-800-344-7432
- NYS AIDS Counseling & Testing (free and anonymous) 1-800-828-0064
- NYS Alcohol and Substance Abuse Hotline 1-800-522-5353
- National Clearinghouse for Alcohol and Drug Info 1-800-SAY-NO-TO (729-6686)
- Referral Services 1-877-726-4727
- Poison Control Info 1-800-336-6997

E. Dating Basics*

Relationships exist on a spectrum, from healthy to unhealthy to abusive -- and everywhere in between. It can be hard to determine where your relationship falls, especially if you haven't dated a lot.

For additional information, please refer to our online resources on relationships.

Credited: Love is Respect. www.loveisrespect.org.

27. What does a healthy relationship look like?

In a healthy relationship:

- Your partner respects you and your individuality.
- You are both open and honest.
- Your partner supports you and your choices even when they disagree with you.
- Both of you have equal say and respect boundaries.
- Your partner understands that you need to study or spend time with friends or family.
- You can communicate your feelings without being afraid of negative consequences.

A good partner is not excessively jealous and does not make you feel guilty when you spend time with family and friends. A good partner also compliments you, encourages you to achieve your goals and does not resent your accomplishments.

It is important to familiarize yourself with Maritime's definition of "affirmative consent" as defined by these policies. If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- **DON'T MAKE ASSUMPTIONS** about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you **DO NOT** have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

28. What does an abusive relationship look like?

Abusive behavior can take many forms. Be concerned if your partner:

- Is jealous and possessive
- Tries to control everything you do
- Tries to isolate you from family and friends
- Has a quick temper or unpredictable reactions to ordinary things
- Often exhibits violent behavior toward animals, children, or other people
- Pressures you for sex

Why do people stay in abusive relationships?

- **Intimate Partner** – Includes spouse, ex-spouse, and those in an intimate relationship (including dating or formerly dating relationships, whether or not the intimate partners had ever lived together).
- **Other Family** – Includes sibling, child, grandparent, grandchild, in-law, stepparent, stepsibling, and other blood and in-law relationships.
- **Believing Abuse is Normal:** They do not know what a healthy relationship looks like.
- **Cultural:** Traditional gender roles can make it difficult for young women to admit to being sexually active and for young men to admit to being abused.
- **Embarrassment:** It's probably hard for them to admit that they've been abused.
- **Fear:** They may be afraid of what will happen if they decide to leave the relationship.
- **Fear of Being Outed:** If they are in a same-sex relationship and have not yet come out to everyone, their partner may threaten to reveal this secret.
- **Lack of Money:** They may have become financially dependent on their abusive partner.
- **Low Self-esteem:** Their partner constantly puts them down and blames them for the abuse, it can be easy for them to believe those statements and think that the abuse is their fault.
- **Love:** They may stay in an abusive relationship hoping that their abuser will change.
- **Nowhere to Go:** Even if they could leave, they may think that they have nowhere to go or no one to turn to once they have ended the relationship.
- **Social/Peer Pressure:** If the abuser is popular, it can be hard for a person to tell their friends for fear that no one will believe them or that everyone will take the abuser's side.

a. What if I suspect that I'm being abused?

- **Talk to a friend.** If you have not already tried speaking to a friend about what is happening in your relationship, try it.

- **Take a break.** If you are not happy with the way you are being treated, but are not sure what to do yet, consider taking time apart to think about it.
- **Talk to an adult & seek help.** If you feel like the situation you are in is too big or overwhelming to handle on your own, it may help to speak with an adult you trust. If you do not feel comfortable speaking with your own parents about it you can consider an older sibling, a teacher, a coach, a parent of a friend, a school counselor, or the Title IX Coordinator.
- **Try not to be alone.** If you feel unsafe around your partner, try not to be alone. Instead surround yourself with friends and family you feel safe with.

b. What if I've been abusive? How can I change?

If you're being abusive toward your partner, the first and hardest part of changing is admitting your behavior is wrong. It's very important to take responsibility for the problem and get help to end it. If you've already taken this step, you're on the right track.

Remember that physical and sexual violence aren't the only types of abuse. You may be harming your partner in verbal or emotional ways, like through intimidation, threats, isolation or other means of control. You should take steps to end ALL the types of abuse now. Addressing the roots of your behavior will take time, but if you want a healthy relationship, you need to make the commitment to change immediately.

What to do if you suspect that you are being abuse:

- **Take responsibility.** Even if your partner sometimes does or says things that make you angry or that you do not like, no one deserves to be abused. Take responsibility for your actions.
- **Change for yourself first & seek help.** Whether or not you want to remain in your current relationship, stopping the abuse will benefit you greatly down the line, especially in your future relationships. If you do not feel comfortable speaking with your own parents about it you can consider an older sibling, a teacher, a coach, a parent of a friend, a school counselor, or the Title IX Coordinator
- **Talk to a friend.** If you have not already spoken to a friend about your situation, try it. Confide in a friend you can speak honestly to about your concerns and your plan to change. You may even ask them to hold you accountable if they see you act abusively.
- **Take a break.** Try spending some time away from your partner to clear your mind and gather your thoughts.
- **Walk away from an argument.** Decide now that you will walk away from an argument before it escalates and let your partner know this plan.
- **Look at the people around you.** If you have friends or family members that are abusive in their relationships, you may want to spend less time with them. If it is not possible to spend less time with them, be sure to observe how you are feeling when you witness others being abused and take those feelings into consideration.
- **Be patient.** Admitting you want to change your behavior is a big step in and of itself, but you cannot expect the change to be overnight.

29. How can I help a friend or family member?

a. If your friend or family member is being abused

When someone is abused or sexually assaulted, they usually tell a friend or family member first, if they tell anyone. Sometimes they don't say anything, but you may notice something is wrong and be worried about them. While it can be hard to know what to do, you have a lot of influence in encouraging them to get the help they need. Remember that your friend or family member must make their own decisions about their life. Focus on supporting their right to make their own choices and avoid forcing your ideas and suggestions onto them. Here are a few suggestions to help them:

- **Start the conversation.** Begin a conversation from a place of concern, avoid judgment or lecturing. Let them know what you've noticed and don't be afraid to tell them you're worried. Be sure your friend knows that no one deserves to be hurt and that you aren't blaming them for anything.
- **Be a supportive listener.** Ask them to share anything they feel comfortable sharing, then really listen. It's not your job to gather all the facts, just to support and listen. Let them about the abuse or sexual assault in the way that they need to. Make them feel safe with you as the person they choose to talk to and give them time to share their experience.
 - Know your friend or family member may not recognize the abuse (which may happen through texts, on the phone, or online), might be afraid or embarrassed to talk about a sexual assault, or may be confused about what happened to them. Also understand that they may not realize that

coerced sex (when someone manipulates, tricks, or guilt a person into sex) is sexual assault. If your friend or family member didn't want it to happen, then it shouldn't have. If they were sexually assaulted, encourage them to seek immediate medical treatment.

- Do not judge. Don't question actions. The victim is not to blame! A victim's behavior does not cause sexual assault. No one asks to be sexually assaulted.
- **Things to say.** Encourage your friend or family member to get help from a trusted adult, and help them connect to the resources they need. They may need medical attention or additional support services. Don't judge them. Here's examples of things to say:
 - "I'm here for you."
 - "You are not alone."
 - "I'm sorry this happened to you. No one deserves to be hurt."
 - "It's not your fault."
 - "I am worried about you."
 - "How can I help?" or "What do you need?"
- **Listen and allow the victim to speak at their own pace.** Sexual assault is a crime about power and control, not sex. It is important to return the control that was taken away from the victim by allowing them to reveal information and make decisions when they feel comfortable. **Don't tell them what they "need" to do.**
 - Your friend or family member needs you to listen and be supportive. Respond with understanding and empathy, not anger. They may not want help from anyone. Understand what you see or hear may make you frustrated and upset. Don't close the door of communication by threatening to do something they don't want. Also, expect that your friend may share and then not say anything to you for several weeks or even months. Don't pressure them to talk, just let them know you are available when they want to talk.
- **Don't ignore your own need to discuss your feelings.** Ask others for information and gain support so you can help the person you care about.

b. If your friend or family member is abusing someone

It is difficult to see someone you care about hurt others. You may not even want to admit that this person is abusive. But remember, when you remain silent or make excuses, you're encouraging their hurtful ways.

Ultimately, the abuser is the only person who can decide to change, but there are things you can do to encourage them to engage in healthier behaviors. It's not easy for abusive people to admit that their violent behavior is a choice and accept responsibility for it. They may benefit from having control over their partner and may turn to you to help justify the abuse. Do not support the abuse in any way. Remember, you're not turning against your friend or family member — you're just helping them have a healthy relationship.

- **Talk to your friend or family member.** Be specific about what you have seen and how it made you feel. Give them a reality check that their abusive actions have negative consequences.
 - Urge them to seek help.
 - Offer to get them information regarding health resources.
 - Do not make them feel ashamed of their actions
- **Take a stand.** Let your friend or family member know that you are not going to sit back and watch what happens without saying anything.
- **Seek Help.** If you do not feel comfortable speaking with your own parents about it you can consider an older sibling, a teacher, a coach, a parent of a friend, a school counselor, or the Title IX Coordinator.

F. Harassment

30. Tips

- **Speak up at the time**
You want the harasser to know you find their behavior offensive or unwelcome. State clearly that you don't like what was said or done and you want that behavior to stop.
- **Tell someone about it**
Even if you are not sure you will report the incident, tell someone what happened. Discuss it openly with others. Find out if others have been harassed by the same person.
- **Keep records**
Keep a diary or log of what is happening to you. Include dates, places, direct quotes, and names of other people

that were present. Save any letters, cards, or notes sent to you. Let someone read your records. Keep everything in a safe place.

- **Get a witness**

Ask someone to watch you when the harasser is around. Most advances are made when the harasser thinks no one is watching.

- **Seek advice or counseling**

Students often feel powerless, angry, guilty or fearful when they are subjected to harassment. There are often concerns about personal safety, loss of privacy and the threat of possible retaliation if the situation is reported. Harassment undermines the self-confidence, well-being and peace of mind of the individual who is offended, and it damages the spirit of trust and collegiality that is central to our College community. No matter when or where the harassment occurred, support and referral resources are available at the following College offices: Student Affairs, Health Services, Office of Student Housing and Residential Life, Regimental Offices and University Police. These offices can also put victims in contact with other agencies that are trained to provide support to the victims of harassment. In addition, students can request a meeting with the appropriate supervisory or administrative personnel and be prepared to describe clearly and in detail the nature of the harassment and request that the harassment stop.

31. Additional Resources

- NYC Commission on Human Rights, NYC.gov/HumanRights, (718) 722-3131
- “Combating Sexual Harassment in the Workplace: Trends and Recommendations Based on 2017 Public Hearing Testimony” NYC Commission on Human Rights,
http://www1.nyc.gov/assets/cchr/downloads/pdf/SexHarass_Report.pdf
- “Fighting Harassment at School and Work.” AC Online,
<https://www.affordablecollegesonline.org/college-resource-center/workplace-campus-harassment/>

G. Risk Assessment and Risk Reduction

While you can never completely protect yourself from crime, there are some things you can do to help reduce your risk of becoming a victim.

- **Be aware of your surroundings.** Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Make sure your cell phone is with you** and charged and that you have taxi money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Lock doors**, including car doors and when in the vicinity of your car have your key ready in your hand.
- **When you go out have a plan including transportation home.** Go with others, arrive together, check in with each other and leave together.
- **Drink Responsibly.** Try not to leave any beverages unattended or accept drinks from someone you don't know or trust. If you're drinking alcohol, know your limits and how much you can consume without losing control or awareness of what's going on around you.
- **Have a buddy system.** Don't be afraid to let a friend know if something is making you uncomfortable or if you are worried about you or your friend's safety.
- **Previous consent doesn't imply current consent** - No means no.
- **Be familiar with the campus “Blue Lights”** which are located throughout the campus. You may find it necessary to contact University Police Department to report an emergency, crime in progress, or a suspicious person or incident. Each emergency phone box is attached to a light pole or building.
- **Don't let strangers in through locked outside doors.**
- **Don't prop outside or suite doors open.** Lock your room door at all times.
- **Report lost I.D. cards immediately** to your Residence Advisor (RA) and University Police Department.
- **Don't open the door if you don't know the person.** Report any suspicious persons or activities to the RA or University Police immediately.
- **Think twice about what you put on Facebook.** When you use social media to share where you are or where

you're going, friends can find you but others may be able to track you as well. Use common sense and ask yourself -- would you give this information to a stranger? If not, then don't share it online.

- **Your safety takes priority over someone else's hurt feelings.**
- **Get yourself to a safe place.** Call 911 or local Police. University Police (718) 409-7311.

SECTION 4 - JUDICIAL SYSTEM

Student(s)" for purposes of this Planner and Student Code of Conduct means any person who is currently admitted or registered, or who participates in a College function, such as Orientation, in anticipation of enrollment, or who was enrolled in a previous term, or who is, or was registered for a future term.

ARTICLE I- JUDICIAL PROCEEDINGS

Judicial proceedings at the College are administrative proceedings held to deal with disciplinary cases.

Standard of Proof

It is important to remember that Maritime College is not a court of law. Unlike the criminal justice system, Maritime does not have to determine responsibility for a policy violation "beyond a reasonable doubt." Instead, the administration utilizes what is called "preponderance of evidence" (meaning more likely than not) when adjudicating a possible violation of College policy. This means that Dean of Students or Judicial Board will consider all of the evidence available regarding a reported incident and decide what the most probable course of events were, based on this information.

ARTICLE II - COLLEGE JUDICIAL BOARD

The College Judicial Board hears cases involving alleged violations of the Student Code of Conduct and/or violations of the Residence Hall Code. This Board hears cases involving students who either commute or reside on campus. The Judicial Board that will ultimately hear the case is comprised of a non-voting chair and three voting members: one student, one faculty member, one College administrator and the Judicial Officer.

Composition of the College Judicial Panel:

- The College Judicial Panel shall consist of a minimum of 14 members from which Judicial Boards are chosen. Each of the 14 members shall serve yearly terms. The four (4) faculty are appointed by the Dean of Student Affairs in consultation with the Faculty. Four (4) administrators are appointed by the Dean of Student Affairs. Six (6) students are selected and appointed by the Dean of Student Affairs in consultation with the Judicial Officer. All members of the panel are required to complete training as outlined by the Judicial Officer.
- The Board members one (1) faculty, one (1) administrator and one (1) student shall be selected from this pool of administrators, faculty and students so that the same members are not required at each committee hearing. The administrator board member for a student in the Regiment of Cadets shall be a full time officer within the Regiment.
- The Judicial Officer will serve as chair of the committee and will act as a non-voting member. The role of the Judicial Officer is to participate as needed and guide the hearings along in a fair and efficient manner; however, he/she will not take part in any vote determining if a violation of the Student Code of Conduct has occurred except in the case of a tie, in which the chair will vote to break the tie.
- All voting members of the Board must be present to constitute a valid hearing. The three members are selected by the Judicial Officer from a standing panel of representatives.

ARTICLE III - DUE PROCESS

Maritime College guarantees the right of a fair and impartial hearing to any student charged with a violation. No student shall be subjected arbitrarily to any disciplinary action for any offense without being given a fair hearing. The only exception to this practice may occur in the case of an Involuntary Leave which may be imposed only to ensure the safety and well-being of student's own physical safety or emotional well-being and/or members of the College

community. All students accused of violating the Student Code of Conduct shall be granted the following due process rights:

- A. A student has the right to a hearing by an unbiased judicial body.
- B. All charges, including amended charges, shall be presented to the accused student in writing. The accused student shall be deemed to have been “notified” of the charges, amended charges, notice of the hearing date and any changes in the hearing date, by any of the following methods:
 - 1) hand-delivered notice by campus staff; or
 - 2) delivery by regular mail of a copy of the notice to the student’s campus mail box, and delivery of the notice with return receipt requested, via certified or registered mail to the home address which the student provided the College registrar in the student’s registration documents; or
 - 3) if receipt for the certified or registered letter, return receipt requested letter is not returned with a signature within three weeks, then the accused student may be notified by proof of the mailing of a certified, non-registered letter to the student’s campus and home address; and the hearing date shall be set not less than five nor more than twenty calendar days after the last date that the postal service attempted to deliver the certified, non-registered letter; or
 - 4) emailed to student’s SUNY Maritime email account.
- C. A student has the right to copies of written reports pertinent to the case, and review only when there is an alleged violation of sexual misconduct.
- D. A student has the right to have anyone on the Judicial Board replaced if the student can show a source of bias.
- E. A student has the right to present information in their behalf, including the testimony of witnesses, and shall not be compelled to offer testimony against themselves.
- F. A student has the right to have an advisor present at the hearing. Said advisor may attend the hearing and advise the student during the hearing but may not address the hearing Board directly.
- G. A student has the right to written notification of the results of a hearing no later than ten (10) calendar days after the hearing. Proper written notification shall be defined as delivery by mail to a student’s on-campus mailbox, hand-delivery by campus staff, or two days after such notification is mailed to a student’s local, off-campus address via the U.S. Post Office. Students shall be held responsible for the contents of mail for which they have refused receipt.
- H. A student has the right to appeal the outcome of a hearing.

ARTICLE IV- DISCIPLINARY SANCTIONS

Any student of Maritime College found to be in violation of the provisions of the Student Code of Conduct will be subject to disciplinary sanctions. Sanctioning is considered to be both educational and constructive although it does not preclude punitive action. Sanctions shall be imposed that are clearly appropriate under the circumstances. Disciplinary sanctions are sometimes not the same in all cases. Each case is evaluated on its own information and circumstance.

Disciplinary sanctions correspond to the level/classification of the violation (Level I, II, III). Factors considered in determining which sanction(s) to impose include the level/classification of violation, the individual’s prior disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting from the violation, or any other factors deemed appropriate under the circumstances.

Repeated violations of the Student Code of Conduct may result in the imposition of progressively more severe sanctions, although any sanction may be imposed as appropriate under the circumstances. College officials who have the authority to suspend or expel a student from the College include the President and the President’s Student Affairs designee (Dean of Students and/or Commandant of Cadets). Notices of expulsion or suspension from the College are reported to the Registrar, University Police, Chief Financial Officer, Provost, and other appropriate officials of the College. Additionally, please note, that if a student admits responsibility or if found responsible for a Code of Conduct violation, campus department heads may be notified as appropriate including but not limited to Athletics, The Regiment of Cadets, Human Resources, and/or Academic Department Chairs.

Disciplinary sanctions can be imposed upon any student and will fall under one of the following levels/classifications:

A. Level III offense: Student's conduct may be reviewed by Judicial Officer, Residential Director, and/or Resident Assistant, and/or Dean of Students-and can be sanctioned by said official who can assign disciplinary action.

1. Level III Sanctions may include but are not limited to:

1.1 Reprimand

An oral statement by an appropriate College official to the student that he/she has violated the Student Code of Conduct. This statement should include the nature of the violation and the consequences of repeated infractions of College rules.

1.2 Official Censure

A written statement by an appropriate College official to the student indicating that he/she has violated the Student Code of Conduct. This statement should include the nature of the violation and the consequences of repeated infractions of College rules.

1.3 On-Campus Community Service

On-Campus Community Service is a specific number of hours of direct work on the campus that is constructive in nature. The work is assigned and supervised by the Judicial Officer. All levels of adjudication may assign on-campus community service maybe assigned to all levels of adjudication. Record of on-campus community service will be signed by the Dean of Students and/or designee and maintained in students file.

1.4 Apology Letter

Requires a student to complete an apology letter with specific recipients, content, length, submission requirements and a completion deadline.

1.5 Behavioral Contract

Requires a student to complete and abide by a behavioral contract with specific behavioral restrictions, requirements and a completion deadline.

1.6 Campus Probation

A student placed on Campus Probation, has jeopardized their privilege of living in the residence hall system.

1.7 No Contact Order (with another person[s])

A student, who has been issued a no contact order, is not to have any contact with a specified student or students for any reason.

1.8 Restitution

Students are responsible for damage/destruction caused by themselves and/or their guests anywhere on College property and will be billed accordingly. Students are also responsible for any misappropriation of funds.

B. Level II offense: Student conduct will be reviewed and sanction(s) determined by the Dean of Students and/or designee.

1. Level II Sanctions may include but are not limited to:

1.1 Restitution

Students are responsible for damage/destruction caused by themselves and/or their guests anywhere on College property and will be billed accordingly. Students are also responsible for any misappropriation of funds.

1.2 Denial or Restriction of the Use of College Facilities

An official notification by the Dean of Students for denial or restriction of the use of specific College facilities.

1.3 Disciplinary Probation

A trial period during which a student who has been found guilty of a violation has the opportunity to demonstrate that he/she can act as a responsible and effective member of the College community.

Restrictions may be placed on the student's activities and/or specific requirements may be imposed upon the student during the period of probation.

1.4 Counseling Consultation

Requires a student to attend one consultation with the College counselor to determine if counseling is appropriate. Students assigned this sanction will be required to make the appointment and attend the consultation by a specified deadline. The Counseling office is permitted to notify the College Judicial Officer when the mandated consultation has been completed, but will maintain confidentiality regarding the substance of all consultations.

C. Level I offense: Student conduct will be reviewed and sanction(s) determined by the Judicial Board.

1. Level I Sanctions may include but are not limited to:

1.1 Fixed Term Suspension from the College

The student will be required to sever connections with the College for a given period (1-4 semesters, not including summer), including departure from the residence halls. The student must leave the campus immediately upon receipt of official notice of suspension. The suspended student may not visit the campus unless prior permission by an appropriate College official has been granted and all the proper authorities notified. Any student in violation of these restrictions may be subject to arrest for trespassing. University Police will be notified of the suspension. Student will not be eligible for refund for any part of the semester for which the student has been suspended.

1.2 Expulsion from the College

The student will be required to sever, completely and permanently, all connections with the College. The student must leave the campus immediately upon receipt of official notice of expulsion. The expelled student may not visit the campus unless prior permission by an appropriate College official has been granted and all the proper authorities notified. Any student in violation of these restrictions may be subject to arrest for trespassing. Student will not be eligible for refund.

1.3 Fixed Term Suspension from the Residence Halls

The student may be suspended from the residence halls for a specific period of time (1-4 semesters, not including summer). Arrangements to vacate will be made by the proper College authorities. During this time, the student is restricted from the residence halls and may also be restricted from the Mess Deck, Gymnasium, and all social activities. The student may apply for readmission to the residence halls via the established process following the period of suspension. Any student in violation of these restrictions may be subject to arrest for trespassing. Student will not be eligible for refund.

1.4 Expulsion from the Residence Halls

The student will be required to vacate the residence halls completely and permanently. Arrangements to vacate will be made by the proper College authorities. The student is restricted from the residence halls and may be restricted from the Mess Deck, Gymnasium, and all social activities. The student may not apply for readmission to the residence halls. Any student in violation of these restrictions may be subject to arrest for trespassing. Student will not be eligible for refund.

ARTICLE V- JUDICIAL PROCEDURES

- A. Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to The Judicial Officer as appropriate, who is in turn responsible for the administration of the student judicial system.
- B. The Judicial Officer and/or designee may conduct an investigation to determine if charges have merit. Said investigation may include a disciplinary conference (either in person or via telephone) whereby the accused is informed of the charge made against him/her, their rights under the campus judicial process, and potential sanctions.
- C. The Judicial Officer issue a charge of student misconduct if the investigation discloses merit.
- D. The Judicial Officer shall determine the level of the alleged offense (i.e., Level I, II or III) for the purposes of

disposition.

- E. The accused shall receive written notification of all charges.
- F. In cases where the accused student acknowledges guilt and agrees to an administrative issuance of sanction, The Judicial Officer -can issue such sanction(s) in a “Guilty Plea Proceedings.”

Guilty Plea Proceedings

1. Guilty Plea

The Guilty Plea is a modified judicial proceeding designed for students who admit to misconduct and the allegation(s) referred against them. The Judicial Officer hears only from the accused student and general character witnesses. The Guilty Plea proceeding will convene with The Judicial Officer or their designee within one week following notification of the student under investigation or sooner.

2. Guilty Plea Procedures

The Judicial Officer will read the admission of the violation(s) and review all evidence relevant in the case. During the Guilty Plea, the accused student may have general character witnesses testify. The Judicial Officer also question the accused student. By admitting to the violation(s), the accused student will be required to sign a Guilty Plea Agreement which concisely summarizes the charges, guilt and assigned sanctions. This agreement is considered executed upon the signature of the student, Dean of Students and Provost **No further review or appeal will be granted after execution of the Guilty Plea Agreement.** Guilty Plea Agreements may be forwarded to all other relevant departments.

- G. In cases where the accused denies guilt and/or requests a hearing before the College Judicial Board, the Judicial Officer will convene a hearing of the Board.
- H. Hearings shall be conducted by the Judicial Officer or designee according to the following guidelines:
 - 1. Persons other than those directly involved in the case are permitted to be present at the hearing as observers, provided they have prior approval from the Judicial Officer.
 - 2. In violations involving more than one accused student, the Judicial Officer, in their discretion may permit the hearing concerning each student to be conducted separately.
 - 3. All hearings are recorded using audio recording equipment.
 - 4. The non-voting Chair of the College Judicial Board is responsible for maintaining an orderly hearing process. Only those recognized by the Chair may speak at the hearing. The Chair may also exclude persons from the hearing if they are disruptive. Further, the Chair may postpone a hearing because of disruptive behavior among the participants and/or observers. Disruptive behavior by participants or observers may form the basis of separate or additional charges.
 - 5. The accused student and the Judicial Officer shall have the right to present witnesses. All witnesses are subject to questioning by the accused student, the Judicial Officer, and the members of the College Judicial Board.
 - 6. Pertinent records, exhibits, and/or written statements may be accepted as evidence for consideration by the College Judicial Board at the discretion of the non-voting Chair.
 - 7. All procedural questions are subject to the final decision of the non-voting Chair.
 - 8. After the hearing, the College Judicial Board will move to a closed session to determine, by majority vote, whether the accused has violated the Student Code of Conduct.
 - 9. The Judicial Board’s deliberation shall consider only the weight and credibility of the statements and evidence presented.
 - 10. If the Board finds the accused student(s) guilty of violating the Student Code of Conduct, it will consider information on the following before rendering a recommended sanction:
 - 10.1 Prior disciplinary record of the accused (Information on precedent will be presented to the Board by the Judicial Officer only after judgment against the accused is made)
 - 10.2 Disciplinary precedent (Information on precedent will be presented to the Board by the Judicial Officer only after judgment against the accused is made)
 - 10.3 Following deliberation by the members of the Board, its finding regarding the guilt or not guilty of the accused, and any sanction recommended in those cases where the accused is found in violation, is to be

- presented by the non-voting chair to the Judicial Officer.
- 10.4 Within 10 calendar days of notification, the Judicial Officer then notifies the accused of the finding and any recommended sanction. Proper written notification shall be defined as delivery by mail to a student's on-campus mailbox, hand-delivery by campus staff, email, or two calendar days after such notification is mailed via trackable overnight delivery to a student's local, off-campus address via the U.S. Post Office, UPS or Federal Express. Students shall be held responsible for the contents of mail for which they have refused receipt. The finding and recommended sanction shall stand if no appeal is filed within three days of notification. All appeals must be in writing.
11. If a student accused of violating the Student Code of Conduct fails to attend a scheduled hearing, the hearing will be held in the student's absence, and the student will be assumed to have entered a claim of "Not In Violation" to each allegation but forfeited their ability to present information on her/his behalf. Findings and recommended sanctions will be based on the evidence and not upon the accused student's failure to appear. If the Judicial Officer learns, or is informed beforehand, that the student's failure to appear is for good cause, the Judicial Officer may grant a new hearing. Otherwise, the finding and any recommended sanction of the College Judicial Board shall stand if no appeal is filed within three days of notification.

ARTICLE VI - APPEALS

A finding and/or sanction recommended by the College Judicial Board is reported by the Dean of Students to both the accused student and the Judicial Officer in 10 calendar days of their decision. The Dean of Students may, after reviewing all available information, elect to:

1. Agree with the finding and recommended sanction.
2. Agree with the finding and either reduce or increase the sanction.
3. Disagree with the finding and revise or impose a sanction.
4. Remand the case to the College Judicial Board for a new hearing.
5. Dismiss the case.

Proper written notification shall be defined as either delivery by mail to a student's on-campus mailbox, Maritime email address, hand-delivery by campus staff, or two days after such notification is mailed to a student's local, off-campus address via the U.S. Post Office. Students shall be held responsible for the contents of mail for which they have refused receipt.

Should the Student Wish to Appeal:

The finding and/or recommended sanction decision as determined by the Judicial Board may be appealed by the accused student to the Provost within three (3) calendar days of initial written notification of the result of the initial hearing. Such appeals must be sent electronically. If an appeal cannot be filed in accordance with the 3-day filing deadline, the individual must contact the Dean of Students before said deadline expires and request an extension. Further, in making an appeal, the appellant may request a suspension of sanction pending the outcome of the appeal.

An appeal of a disciplinary finding and/or recommended sanction must be made based on one or more of the following:

A. Procedural Error

To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with the prescribed procedures in Article V (Judicial Procedures) of the Student Code of Conduct. Deprivation of due process shall be considered Procedural Error.

B. Disproportionate Sanction

To determine whether the sanction(s) recommended were appropriate for the violation of the Student Code of Conduct which the student was found to have committed.

C. New Evidence

To consider new evidence, sufficient to alter a finding or other relevant facts not brought out at the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

The Provost will respond to the appeal within ten (10) days of receipt of the appeal and notify the student, Dean of Students and Judicial officer of their decision. If an appeal is denied no further review will occur concerning the Judicial Board's findings.

***In the cases of Title IX violations, the reporting and/or accused individual may appeal the board's outcome to the Provost Appellate Panel.**

SECTION 5 - JUDICIAL REPORTING

ARTICLE I - DISCIPLINARY RECORDS

All disciplinary records are maintained under the supervision of the Dean of Students/Commandant of Cadets as confidential; may not be incorporated into the official college record, and will be released by the College only through consent of the student, emergencies involving threats to health or safety, valid subpoena or court order. The confidentiality of records embraces all information concerning the incident except in cases where a Permanent Transcript Notation (PTN) appears on the student's transcript.

ARTICLE II - TRANSCRIPT NOTATION

Students that are found responsible for Student Conduct Code violations and suspended or expelled from the College for Level I violations of the Student Code of Conduct will receive a permanent notation on her/his academic transcript. Additionally, students found responsible for these violations resulting in their suspension or expulsion from the College shall not receive credit for the semester in which they are suspended or expelled. **ALL STUDENTS FOUND RESPONSIBLE RESULTING IN THEIR SUSPENSION OR EXPULSION FROM THE COLLEGE ARE NOT ENTITLED TO ANY FINANCIAL REFUNDS.** Thus, the suspended student and/or expelled student are **LIABLE** for all tuition and fees for that semester in which they were suspended or expelled from the College.

Students who are suspended from the College for a period of time less than a semester **MAY** still have a permanent transcript notation on her/his academic transcript depending upon the circumstances surrounding the violation, the egregious nature of the violation, or the need for the notation in the judgment of the President of the College or their designee.

Students found responsible after a conduct process for crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act will have one of the following notations placed on their transcript:

- Suspended* after a finding of responsibility for a code of conduct violation
- Expelled after a finding of responsibility for a code of conduct violation
- Withdrew with conduct charges pending

*A suspended student can appeal to seek removal of the transcript notation, but, only after two years from the conclusion of suspension. The student must submit their appeal to the Dean of Students with supporting documentation.

Transcript notations for expulsions or withdrawals will not be removed.

ARTICLE III – CAMPUS SAFETY REPORT

In compliance with federal law, Title 11 “Campus Crime Awareness and Campus Security Act”, Maritime College, State University of New York provides reports and statistics about campus safety and security programs, incidents of crime on campus, and information regarding registered sex offenders. The SUNY/Maritime College Annual Security and Fire Safety Report is available at the college website:

http://www.sunymaritime.edu/sites/default/files/media/Documents/2013_Maritime_Security_Report_1012014.pdf

SECTION 6 - POWER & AUTHORITY

ARTICLE 1 - JUDICIAL AUTHORITY

Overall disciplinary authority is vested with the Dean of Students and/or Deputy Commandant of Cadets, as the appointed designee of the College President. The Dean of Students may designate a person or office to administer the Student Code of Conduct, who would then be known as the Judicial Officer. The Dean of Students has the ultimate responsibility for the judicial process for the students not in the Regiment and the Deputy Commandant of Cadets oversees the Regimental students; however, both the Dean of Students and Deputy Commandant of Cadets can assign one another, or another official designee, to act on their behalf in their absence. Their actions may include any or all of the following:

- Enacting, or authorizing another member of the College staff to enact, Memoranda of Understanding in those instances where the well-being of students, faculty, staff and/or property is deemed at immediate risk.
- Placing students on interim suspension pending a hearing.
- Hearing appeals concerning recommendations made during the campus judicial process.
- The Judicial Officer has administrative responsibility for the judicial process. Their actions may include any or all of the following:
 - Conducting an investigation(s) into allegation(s) of student misconduct. Said investigation may include a disciplinary conference (either in person or via telephone) whereby the accused is informed of the charge made against him/her, their rights under the campus judicial process, and potential sanctions.
 - Issuing a charge of student misconduct if the investigation merits it.
 - Issuing disciplinary sanctions in those cases where the accused acknowledges guilt in writing and agrees to an administrative issuance of sanction (hereinafter referred to as an Administrative Hearing).
 - Assigning the case to the College Judicial Board.

ARTICLE II - INTERPRETATION AND REVISION

A question of interpretation regarding the Student Code of Conduct shall be referred to the Dean of Students and, in the case of a regimental student, the Deputy Commandant of Cadets, or her/his designee for final determination. The Student Code of Conduct shall be reviewed every year under the direction of the Dean of Students and the Commandant of Cadets.

SUNY Maritime College reserves the right to modify the Code of Conduct at any time. Modifications and revisions to the Student Code of Conduct will be posted on the SUNY Maritime College website at www.sunymaritime.edu. Faculty, staff and students will be notified via email of changes. In addition, faculty, staff and students will be provided with an electronic or hard copy of the most current version of the Student Code of Conduct annually at the beginning of the fall semester.

GUIDE TO CAMPUS HOUSING

SUNY MARITIME COLLEGE JULY 1, 2019 – JUNE 30, 2020

Version: 01/22/2019

The **Office of Housing and Residential Life (OHRL)** is excited to have you as a member of our on-campus living community. This Guide to Campus Housing is intended to give you and your neighbors a common set of expectations by which you can all live and learn together to achieve academic success, build on skills to prepare for your career, and develop lasting friendships. The mission of SUNY Maritime College (“College”) is to provide safe accommodations for our residents. Our goal is to create a sense of community that encourages students’ development of respect, social responsibility, integrity, ethical leadership, and independence.

Being a member of a community means understanding and adhering to community standards, policies, regulations, and procedures, as well as contributing to its development and well-being. As a community member, you are responsible for your own behavior, and the behavior of your guests and/or visitors. It is our hope that you will choose to abide by all College and OHRL policies and regulations. By signing the Housing Agreement (physical signature or electronic acknowledgement), you are contractually entering a binding agreement to comply with the policies and guidelines listed herein.

This guide is designed to be used in conjunction with the policies and procedures set forth within the Student Code of Conduct. Any policies listed here will be enforced through the campus judicial procedures (Section IV of the Student Code of Conduct and/or Regimental Rules and Regulations), and the level of offense will be determined by the Director of Housing and Residential Life, and/or Dean of Students/Commandant of Cadets. Residents and their guests are concurrently subject to all College policies and regulations for conduct. Everyone must abide by all local, State, and Federal laws.

The College is unique in its duality of Regimental and Civilian programs, and the following is a guide for all students, which may be augmented by additional regulations, depending upon the student’s program. To maintain housing privileges, all residents must be in compliance with the College’s standards and policies. Cadets participating in the Regimental program are subject to additional guidelines set by the Commandant of Cadets and Regimental Officers.

The OHRL is located in 3rd Battalion, Baylis Hall, 1st floor. The office is open Monday through Friday 8 a.m. to 4 p.m. For additional information and forms, please visit the Housing and Residential Life webpage at www.sunymaritime.edu, Housing and Residential Life Tab.

SECTION 1: GENERAL TERMS AND CONDITIONS

The College does not discriminate against any student (with respect to housing eligibility or when assigning students to specific spaces) on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction or status as disabled or United States Veteran.

The College reserves the right within established procedures and/or as outlined by the Student Code of Conduct, to suspend or withdraw accommodations, or access to a campus residence to any person(s) for violation of College regulations, housing regulations, for health and safety reasons, or for failing to pay all associated tuition and fees. The College may seek financial or other restitution for loss or damage to residence hall property.

The College has the right to conduct inspections at any time to ensure the health, safety, and general welfare of residents within the residence halls as well as ensure physical security and maintenance of College property. When able, 24 hour notice will be given, but is not guaranteed to residents prior to entering residence bedrooms or common areas. University Police, Residential Life personnel, Regimental staff, maintenance staff, and/or the Dean of Students may access student residences in the event of an emergency, to complete maintenance requests, to conduct housing tasks, to prevent harm or damage to persons or property, and/or to enforce regulations set by the Guide to Campus Housing, Rules and Regulations, the Student Code of Conduct without the courtesy 24 hour notice.

The College and/or College staff are not responsible for injury to any person or damage to any personal property caused by water, fire, steam, plumbing, laundry machines, or any other cause that may be beyond the control of the College. Liability for risks or injury and/or damage to personal property is assumed by the resident. Residents are encouraged to obtain appropriate insurance for personal property.

Students shall not assign/rent or sublet this License/room to any part or all of the Premises. Subletting includes short-term or temporary rental arrangements including, but not limited to, those offered through peer-to-peer accommodation services such as Airbnb, Craigslist, or Couchsurfing. Assigning or subletting may result in discipline and/or housing revocation without compensation.

STUDENT RIGHTS AND RESPONSIBILITIES: As a member of the College's living and learning community, you are afforded certain individual rights that your roommate(s) and those living around you should respect; however, these rights carry with them a reciprocal responsibility for you. Your responsibilities ensure that your roommate(s), suitemates, floor mates, and other community members are afforded the same rights regardless of their race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction or status as disabled or United States veteran. When you meet your responsibilities, you will be helping to make the College and residence halls a great place to live and work!

To a significant extent, your success will depend on your ability to understand and balance the rights and responsibilities aspects of your college experience. The College staff does not assume the role of campus parent, and you will seldom be told what to do or what not to do with regard to your personal behavior. The obvious exception, as with society at large, is when individual behavior threatens the health and safety of others or the community or begins to disrupt the legitimate pursuits of others within the residence halls.

The OHRL staff does not, nor cannot, guarantee you will retain each of these rights at all times. You share the responsibility. You can help ensure that these rights will be honored through thoughtful discussion and open communication with roommates, suitemates, floor mates, and other community members. The choice is yours; you can choose to passively exist or to take full advantage of your living environment by participating in activities, standing up for yourself and others and speaking up for what you believe has value.

The following is a listing of your "rights" (things to which you are entitled as a student living in one of our housing communities) as well as your "responsibilities" (what is expected of you as a member of a residence community). These rights and responsibilities are not legally binding, but, they are meant to complement the formal Guide to Campus Housing.

1. You have the right to a safe and secure living environment.
2. You have the responsibility to keep your living space secured, and to not prop doors open or allow in strangers. You also have a responsibility to uphold all security policies and procedures. Violations of community standards and procedures will put you and others at risk.
3. You have the right to privacy and to the fair use of your room, both in terms of space and time, and the right to be free of unwanted guests in your room.
4. You have the responsibility to let your roommate know of your wishes and preference for: hours of sleep, study, visitation, and resolving roommate disagreements in a peaceful manner. You also have a responsibility to make sure your guests do not violate your roommate's rights or interfere with his/her use of your living space.
5. You have the right to a reasonably peaceful and quiet space in which you can sleep and study.
6. You have the responsibility to observe quiet hours, to keep your stereo, television, computer and your voice at a reasonable volume in your living environment, and to remind your guests and others that you expect the same of them.
7. You have the right to reasonably discuss another person's behavior when it infringes on your rights.

8. You have the responsibility to examine your own behavior when approached by another and to work toward resolving conflicts.
9. You have the right to the assistance of a Resident Advisor, Building Managers, or other OHRL staff members when you request help with a problem.
10. You have the responsibility to notify a staff person of your problem and request assistance in a timely manner and to cooperate with those involved as they work with you as you solve your problem.
11. You have the right to know what is acceptable and/or what behavior is inappropriate within your living environment.
12. You have the responsibility to read the information provided for you by the College. If you reside in Residential Housing, you agree to read and abide by the regulations set forth in the Guide to Campus Housing, Student Code of Conduct, and Regimental Rules and Regulations. You may report any violation, whether or not you were or were not personally affected by it.

SECTION 2: RESIDENCE HALLS AND HOUSING STAFF

There are four residence halls on the College campus:

1st Battalion: A & B Companies, **Regimental**

2nd Battalion: C & D Companies, **Regimental**

3rd Battalion/Baylis Hall: E & F Companies, **Regimental**

4th Battalion/New Hall: G & H Companies, **Civilian and Regimental**

Standards are governed and enforced in each building by Resident Advisors residing on each floor, reporting to a Building Manager assigned to each building, reporting to the Resident Director, Assistant Director & Area Coordinator, who reports to the Director.

DIRECTOR: The Director of Housing and Residential Life manages the College's housing and residence life operations; provides fiscal management for department budget; supervises professional and support staff, ensuring efficient operations and programming, and ensures compliance with all relevant policies, procedures, standards, and laws.

ASSISTANT DIRECTOR: The Assistant Director actively participates in large scale campus events, staff recruitment, selection and training activities, management of four residence halls, occupancy, and on-call for campus emergencies. Duties include: supervision of student staff; liaison with administrators, faculty, and staff; the development of specialized programming in the halls; daily administration and management of all facets pertaining to the Office of Housing and Residential Life.

AREA COORDINATOR: The Area Coordinator is responsible for developing a safe, intellectual, and social environment for residential students. Duties include: supervision of student staff and student mailroom operations; collaboration with Facilities Management on dormitory maintenance and repairs; liaison with administrators, faculty, and staff; daily administration and management of all facets pertaining to the Office of Housing and Residential Life.

RESIDENT DIRECTORS (RD): The Resident Director assists in the managing of the day to day operations of the residence halls and the resident advisors/building managers. The Resident Director is directly supervised by the Assistant Director and the Director of Housing and Residential Life. The RD is instrumental in the selecting, training and supervising of the Residential Life Staff which includes Building Managers and Resident Advisors. He/she will be the primary on-call to respond on a daily basis.

BUILDING MANAGERS (BM): Each residential complex is supervised by a Building Manager. These live-in staff members are responsible for the overall management of each residence hall complex. The Building Manager oversees the RA staff, coordinates maintenance and programming, and is available to students to help with any problem or concern. One Building Manager will be on duty for all the residence halls every night. They are responsible for Residence Hall safety and security and can be contacted in case of an emergency.

RESIDENT ADVISORS (RA): Resident Advisors serve as mentors, mediators, organizers, policy enforcers and general points of contact living on each deck to maintain an appropriate study and living environment for all residents. The RA is a full-time student who has been selected for his/her outstanding leadership qualities. One Resident Advisor will be on duty in each Residence Hall every night. They are responsible for Residence Hall safety and can be contacted in case of emergency.

SECTION 3: HOUSING PROCEDURES

RESIDENCE HALL ELIGIBILITY DURING THE FALL AND SPRING SEMESTERS:

Residency by a student is contingent upon his/her continuing state of good standing with the college and as a full-time student.

- Full time status for undergraduate students is defined as being registered for a minimum of 12 credits during the Fall/Spring semester.
- Full time status for graduate students is defined as being registered for a minimum of 9 credits during the Fall/Spring semester.

Residents must maintain their eligibility during the entire fall and spring academic semesters. Any change in eligibility status, from full-time student to part-time student, or non-student status may result in the termination of housing. Students not entitled to housing may include, but are not limited to:

1. Students who withdraw or take a leave of absence from the College.
2. Students in officially recognized off-campus academic programs for a designated period of time.
3. Students academically dis-enrolled or judicially dismissed from housing.

RESIDENCE HALL ELIGIBILITY OUTSIDE THE FALL AND SPRING SEMESTERS INCLUDES:

1. When a current student is actively employed within an office of the College.
2. When a current or former student is under contract within a sanctioned College program.
Examples include but are not limited to:
 - a. EOP
 - b. INDOC
 - c. License Housing

- d. International Orientation
- e. Athletic Pre/Post Season
- 3. When a current student is awaiting graduation (graduation must be within one week).
- 4. When a current student is participating in Pre-Cruise and/or awaiting to go on Cruise-A.
- 5. When a current student is enrolled in Summer Session (must be taking a class in a classroom, excludes online classes) and may only reside in housing while in session.
- 6. Employed or participating in a summer camp program hosted by Conference Services.

Any student outside the parameters listed above will not be eligible to reside in the Residence Halls.

APPLICATIONS: The College is pleased to offer a paperless Housing Application platform (Residence™ by Symplicity). This multi-faceted online software is used by the Housing Office to communicate with students and most importantly collect Housing Applications. Students who wish to reside in on-campus housing must complete the online application. Check the Housing Calendar online for Housing Application due dates. Only upon acceptance by Admissions, may you apply for Housing. You will need your student email and password provided by Admissions in order to login and to complete the application. Link: <https://suny-maritime-residence.symplicity.com>. Students will be assigned a space on a first-come, first-serve basis. Housing is not guaranteed. If no room is available and/or if the student has been placed on a waitlist, they will be notified via their student email.

ASSIGNMENTS: Students are assigned to rooms at the discretion of SUNY Maritime College OHRL. New students, students coming back after a LOA/Disenrollment, or those participating in INDOC will be placed by the Housing Office. Due to the layout of the Residence Halls, roommates are of the same gender and most often of the same status (Civilian, Regimented, Day Student, Graduate). Regimented students are as best as possible, assigned based on class. Returning students may be given an option to select their roommates for the next academic year in the preceding spring semester. Roommate requests will not be honored until the student has lived on campus for at least one semester and only if the request is for the fall semester. If a roommate is not chosen, Housing will assign one. The OHRL reserves the right to assign and consolidate rooms as necessary. Roommate requests will be considered, but are not guaranteed. Housing of Civilian students and students in special status is limited and based on availability. Resident(s) will be allowed to renew their Housing Agreement on a space available basis. All students must fill out a Housing Intent to reserve a room for the following semester. Housing Agreements may be terminated due to Disenrollment, Leave of Absence, Withdrawal, etc. The OHRL cannot guarantee accommodations upon readmission. These individuals must fill out a Housing Application and will be assigned a room after all new applicants have been accommodated, space permitting. If a student is not living on campus for a semester, and is returning to campus housing, it is their responsibility to contact the OHRL, with sufficient notice, to apply for housing for the upcoming semester.

Those who live on campus in the Spring semester and who apply for the Fall semester may participate in the Housing Lottery. Check the Housing Calendar online for dates and times for the Lottery. The Lottery (all online) enables students to choose their desired room type (double/triple) and roommates for the Fall Semester. Roommate requests indicated on the Lottery will be considered, but are **not** guaranteed. Students should delegate a group leader who will complete the Lottery and choose the room type. The group leader should be the person with the best selection time. All potential roommates should give their roommate passcode to the group leader. The passcode is displayed on the Residence™ homepage of each student. Potential roommates should be in the same program (Reg/Civ) and if Regimental, the same class. If you

are the group leader – choose a room from the dropdown menu displayed. A confirmation email will be sent to all parties after submitting your selection.

The OHRL cannot guarantee accommodations upon readmission. These individuals must fill out a Housing Application and will be assigned a room after all new applicants have been accommodated, space permitting. If a student is not living on campus for a semester, and is returning to campus housing, it is their responsibility to contact the OHRL, with sufficient notice, and/or to apply for housing for the upcoming semester.

In general, room assignments and billing are based on double occupancy rate. Due to the growth of the College, it is possible residents will be assigned to a triple room. The student's account will be adjusted for the respective rate. As space is available, every attempt will be made by the OHRL to place residents in their desired room type (double/triple), although, there is no guarantee of availability.

CHECK-IN: Students should report to campus on their respective date and during their respective time slot (refer to the Housing Calendar online). Any student who does not officially check-in to Housing, satisfy their student account, and pick up their key within 5 business days of the start of the semester may be withdrawn from Housing, lose their Housing reservation and will be placed on a waitlist. Should a student vacate housing at any time during the semester, they must notify the Housing Office and complete all check-out procedures. All housing charges, fees and refunds are in accordance with SUNY Maritime College policies.

Key receipts will be provided to all residents at check-in. In signing a key receipt, residents are acknowledging their responsibility for that key and any charges applied to their account for its misuse or loss. **See Housing Fees.**

During check in, residents will review the condition of their room and furnishings listed on the Room Condition Report (RCR) with the Resident Advisor. The RCR will be retained electronically or in the resident's housing folder in the OHRL. The Room Condition Report also functions as a Housing Agreement and shall be the basis for determining damage, cleaning, and billing if there are discrepancies during the check-out process.

CHECK-OUT: Upon check-out and/or departure from campus housing, students are required to remove all personal items from room and common areas in the residence halls. Rooms are expected to be cleaned and left in move-in condition. The OHRL will discard all personal property left beyond 24 hours. To properly check out, residents must make an appointment with their RA or BM to have their room inspected. The resident is expected to schedule the appointment at least 24 hours prior their expected departure and provide at least 12 hour notice of appointment changes or cancellation. The RA will review the RCR and note the condition and presence of college property within the space. If necessary, charges will be applied to cover damages and cleaning. Room key(s) must be returned, as directed, to Housing in the approved return envelope. Any resident who fails to follow the proper checkout procedure will be assessed the current fees for improper check out and/or failure to return room key. Additionally, the resident will be responsible for all damages that may have occurred to that room or suite. Improper check-out is defined as the failure to check-out or to follow check-out procedures publicized by the OHRL. In addition to, but not limited;

- a. Residents are expected to make check-out appointments, providing 24 hour notice.
- b. Residents are expected to keep appointments for Check-out.
- c. Residents must provide 12 hour notice to cancel or change appointment.

Failure to vacate a room in the designated period for check-out will incur daily room rates and room key charges. Any personal items left behind will be discarded. Any resident that needs to extend their stay due to travel arrangements must have specific consent by the Director of OHRL. Students who fail to receive consent for an extended stay are subject to fines, a daily room rate charge, and judicial action.

ROOM ASSIGNMENTS: Students are assigned to rooms at the discretion of SUNY Maritime College OHRL. Due to the layout of the Residence Halls, roommates are of the same gender and most often of the same status (Civilian, Regimented, Day Student, Graduate). Regimented students are as best as possible assigned based on class. Returning students may be given an option to select their roommates for the next academic year in the preceding spring semester. If a roommate is not chosen, Housing will assign one. The OHRL reserves the right to assign and consolidate rooms as necessary. Roommate requests will be considered, but are **not** guaranteed. Housing of civilian students and students in special status is limited and based on availability. Resident(s) will be allowed to renew their Housing Agreement on a space available basis. All students must fill out a Declaration of Intent to reserve a room for the following semester. Housing Agreements may be terminated due to Disenrollment, Leave of Absence, Withdrawal, Judicial Actions, etc. The OHRL cannot guarantee accommodations upon readmission. These individuals must fill out a Housing Application and will be assigned a room after all new applicants have been accommodated, space permitting. If a student is not living on campus for a semester, and is returning to campus housing, it is their responsibility to contact the OHRL, with sufficient notice, to apply for housing for the upcoming semester.

In general, room assignment and billing are based on double occupancy rate. Due to the growth of the College, it is possible residents will be assigned to a triple room. The student's account will be adjusted for double/triple occupancy after the first 3 weeks of the semester. As space is available, every attempt will be made by the OHRL to place residents in a double room, although, there is no guarantee of availability.

CONSOLIDATION: The OHRL reserves the right to assign and consolidate rooms as necessary. All students will be consolidated to ensure each student has a roommate regardless of any vacancies. Students should be aware that this consolidation may affect their room rate and financial obligation. Students will be given a set time to move by their RA, Building Manager, or the OHRL. If a resident receives a Notice of Consolidation and fails to comply, the resident will be charged appropriate fees. Additional fees may also be added if a student fails to return their old room key after 48 hours of a consolidation.

Resident students that have vacancies in their room/suite are expected to keep their rooms ready for new students at all times. Pushing beds together, filling extra dressers and closets with personal belongings, attempting to dispose of extra furniture, or preventing new students from moving is unacceptable. Students who fail to meet this expectation will be subject to disciplinary action, including reassignment to another room and/or fine. In order to receive the proper room rate, the room must maintain the number of furniture pieces required for the designated occupancy and be set up according to the OHRL.

FINANCIAL RESPONSIBILITY: All students checking in to Housing must have a zero balance on their student account or assume responsibility for and commit to an authorized payment plan according to Student Accounts policies in order to receive their room key and be given access to their assigned room.

Students who fail to satisfy their student account obligation and who are found in the residence halls after the semester starts may be cited for loitering (i.e. S 240.35 New York Penal Code - Loiters or remains in or

about school grounds, or a college or University building), which may jeopardize his/her housing eligibility. The roommate(s) who, after being notified (may be disseminated through email) that his/her roommate should NOT be allowed access to room, may be documented by Housing Office for having an unauthorized guest if the unauthorized student is given access by the resident against the Housing directive, shall also jeopardize his/her housing eligibility and such actions are subject to disciplinary actions.

Residents who fail to meet their financial obligations to the College by the dates determined and disseminated (may be disseminated through email) by Student Accounts and who have been unable or unwilling to arrange for proper deferment or who have failed to pay as agreed may have a hold placed on his/her student login until the payment is resolved. *The full amount of the room will be billed regardless when the student checks-in.*

REMOVAL FROM HOUSING: Students who fail to meet their registration requirements will be made aware of their Housing status via a signed letter from the Housing Office. The student will be afforded 24 hours from the time the letter is hand delivered and/or emailed (if off campus) to satisfy their registration as full-time. If the student fails to meet their obligations, they will have 24 hours to conduct a formal check-out and return their room key. Students are obligated for all fees and charges incurred through the date of check-out, in accordance with policies. Students who are withdrawing from housing are encouraged to do so by the first week of class to avoid charges on their account.

ROOM CHANGES: Due to space availability, Room Transfer Requests will not be offered in the Fall or Spring semesters. This applies to **ALL** residential students regardless of their program, class, or academic standing. Room vacancies will be filled by consolidation or by new applicants. Residents who need to switch their housing assignment must first meet with their Director of Housing and/or Dean of Students. It is then within the Director's discretion to determine if the change would be in the best interest of the student. The College is committed to promoting diversity; therefore, changes based on a lack of tolerance for others' lifestyle, race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction or status as disabled or United States veteran, will not be considered or approved.

SECTION 4: SECURITY

LOCKOUTS: It is a student's responsibility to carry their key at all times. If you lock yourself out of your room, you should attempt to locate your roommate. If you cannot find your roommate, you should then attempt to locate a Resident Advisor in your building. All lockouts will be responded to in a timely manner, however, due to circumstances, response times may vary. Upon responding to key a resident in, the staff person will verify the student is the resident of the room, request identification first and evidence of key possession. Residents are permitted three lockouts for the academic year. After the third lockout the core will be changed and the student will be assessed the fee for replacement.

KEYS: Each resident is responsible for picking up their room key at the beginning of the semester (Check-in). Each resident is issued one room key, and if needed, one suite key and bears the responsibility of issued keys until they have been officially returned, upon the termination of attendance, or the end of the semester (check-out). Room keys must be returned to an RA or directly to the OHRL upon check out. A key envelope and receipt will be provided. If key(s) are not returned on the day of vacating the room, a fee will be charged for parts and labor for the lock to be changed. Residents are responsible for securing their personal items by locking both windows and doors of their room and/or suite.

KEY REPLACEMENT: Lost, misplaced, or stolen keys must be reported to the OHRL immediately. A

\$150 fee will be charged to the responsible resident, the lock or core will be changed, and a new key(s) will be issued to all residents assigned to the room.

ACCESS: Access to Facilities – Providing access to buildings, or rooms within buildings, to those other than residents, staff or guests by any means including, but not limited to: failing to lock or secure doors; propping entrance doors; lending a room key; or, allowing a person entrance into a building and leaving them unattended in a public place is not permitted. Students whose agreement has been revoked are not allowed access to any residential facility. Unauthorized entry into an assignment/living space other than your own (locked or unlocked) and/or presence on rooftops, offices, storage and/or maintenance rooms, ledges, or areas marked for restricted access in any residential building or Maritime facility is prohibited. Entrance into any building through a window/out onto the wall off a building, or entering an unoccupied/unassigned space is also prohibited. Key/Access Card Use – Unauthorized use, possession, provision, or duplication of access key/cards is prohibited, including having duplicate keys made for individuals who do not have a Housing Agreement for the specific space. Locks – Installation of any door or area locks other than those provided by the facility is prohibited/Any Access violations may result in removal from Housing.

PROPERTY USE: Unauthorized use, removal, and/or access of property belonging to or in the possession of ***SUNY Maritime College***, Residence Life, any community member, or guest thereof is prohibited. Such violation may lead to judicial action/fees.

THEFT: Thefts should be reported immediately to UPD and your residence hall staff, regardless of value, as soon as possible.

UNAUTHORIZED OCCUPANTS OR TRESPASSERS: Unoccupied rooms and facilities (i.e. Common areas) not authorized for residence may not be used. Any person using the facilities of any residence hall without the special permission of the Director of OHRL and without a valid Housing Agreement may be considered **loitering (i.e. S 240.35 New York Penal Code - Loiters or remains in or about school grounds, a college or University building)**. Unauthorized occupants shall be subject to a charge at the daily rate for the space during the entire period of improper occupancy, and may be subject to judicial action. If it cannot be determined how long the individual has occupied the space without a valid housing agreement, they will be billed to the last date that the space was occupied by another resident.

SECTION 5: ROOM CHARGES, HOUSING VIOLATIONS AND FEES

Failure to comply with any housing policies may result in a "failure to comply" charge under the Student Code of Conduct.

Every resident will be held accountable for any damage to their assigned room and furniture. The student will be financially liable for any damage incurred, including the full cost of labor and materials. In the event two or more students occupy the same room and it cannot be ascertained which student(s) were responsible for the damage, the assessment of charges will be made equally to all occupants. All residents shall exercise care so as to not damage or deface College property or the personal property of others, or to allow such damage or defacement by others. Upon investigation, if it is found that damage or defacement is willful, the resident responsible will be subject to judicial action/fees. Room Condition Reports (RCR) will be completed at the beginning of the academic year or whenever a room change occurs. This will note any damages that may have occurred to the room previously so the current resident is not held liable.

Loss/damage of any school property assigned to a resident must be reported within 24 hours of the occurrence. Damages can be reported to your Resident Advisor and/or OHRL.

Billing charges for missing or broken Items: *(fees subject to change)*

Room Charges		
Shared Suite Hallway	Suite number	\$100
	Door (front, back, knobs)	\$100-300
	Light switch	\$50
	Overhead Light in hallway	\$100
	Walls/Ceiling	\$200
	Hallway Floor/Carpet	\$100
Shared Bathroom	Door (front, back, knobs)	\$100-300
	Toilet	\$250
	Sink	\$200
	Mirror above sink	\$50
	Shower head	\$50
	Towel Rack	\$50
	Cleanliness	\$100
Room Condition and Furniture	Room Number	\$100
	Door (front, back, knobs)	\$100-300
	Light switch/Overhead Light	\$50-100
	Walls/Ceiling	\$200
	Floors	\$100
	Windows/Screens	\$50-300
	Window Blinds	\$75

Bed Ends/ Capt. Bed	\$225
Bed Spring	\$75
Bed Mattress	\$175
Bed Loft Kit	\$225
Bed Safety Rail	\$65
Bed Ladder	\$125
Desk	\$300
Desk Bookshelf	\$200
Desk Chair	\$150
Wardrobe/Armoire	\$435
Mirror	\$50
Dresser	\$300
Closet	\$100

Maritime College Housing Health and Safety Violations	Room:	1 st Inspection	Items Removed	Circle Fee per Infraction
	Date:			
Air Conditioner(s)				\$50
Any items hanging from fire detection equipment or covering a smoke detector				\$50
Appliances with open coils, hot plates, toasters				\$50
Blocking up, risers, or supports under a bed are prohibited, Unauthorized bunking of bed(s)				\$50
Candle(s)				\$50
(1) Carpet greater per room no greater than 8' x 10'				\$50
Cleaning/unsanitary/excessive garbage				\$50
Clearance needed from ceiling down must be (18" sprinkler/24" non-sprinkler)				\$50
Colored light bulbs (e.g. black lights)				\$50
Covering, tampering with, or disabling smoke detectors		Removal from Housing		
Deep fryers				\$50

Electric blankets			\$50
Extension cords/multiple plug adapter without built-in surge protection	Immediate fee of \$100		
Firework(s)/explosive(s)			\$50
Flammable or combustible item(s)			\$50
Furniture not supplied must conform to California Bulletin 117 & 133. and be approved by Housing			\$50
Halogen lamps/strobe lights/sun lamps/UV bulbs			\$50
High wattage equipment as determined by Housing			\$50
Holiday lights (only LED is permitted) may not block door/window, or hang over door or ceiling			\$50
Humidifiers/dehumidifiers greater than one gallon			\$50
Incense of any kind (burnt or unburnt)/hookahs			\$50
International converters must be surge protection type			\$50
Lava lamps or electric novelty items			\$50
Live holiday decorations (e.g. Christmas trees)			\$50
More than one arm chair (45" wide max.) per room			\$50
More than one fish tank (10 gal. max.)			\$50
No flag/tapestry; no sock (s)/cloths on door. Dart boards prohibited			\$50
One refrigerator per person no larger than 5 cubic feet. Must be energy efficient.			\$50
More than one poster per person (2' x 3' max.). A wall covered > 20% as determined by Housing			\$50
Octo- lamps with plastic shades or lamp with no shade			\$50
Outdoor grills/electric grill or skillets, popcorn popper(s)			\$50
Poster(s) hanging from ceiling, on or above doors/doorway, windows, over bed, etc.			\$50
Preventing egress (exit) from a room as determined by Housing			\$50
Propane or compressed gas, e.g. scuba tanks, paint ball tanks, etc.			\$50
"Piggybacking" – plugging extension cords and/or surge protectors into each other	Immediate fee of \$100		
Silly string/Holiday garland			\$50
Space heaters			\$50
Storage of bikes in hallway, ladder well, or prevents egress from a room			\$50
Waterbeds, personal mattress, air mattress, exceptions determined by Housing and Health Services			\$50
Other(s): Be specific:			\$50
Details:	Total:		

Occupant(s): Last, First Student ID: 	 Each occupant will be assessed the total fee. All occupants are responsible for the shared space. Once confiscated, extension cords and candles will NOT be returned. Occupants will immediately be fined \$100 for the possession and/or use of an extension cord in the residence halls.
Housing Staff Name:	Date:
Witness Name:	Date:
Multiple Housing and/or College violations may lead to removal from the Residence Halls. Residence are allotted 14 days from the date of infraction to remove items before being re-inspected and charged	
<i>White Copy: Office Yellow Copy: Regiment Pink: Room</i>	

HEALTH AND SAFETY INSPECTION: During a Health and Safety inspection, if a room is found in unacceptable condition, or the resident(s) is in violation of housing regulations, an official citation will be issued. Depending on the housing violation, students will be given two weeks to remove the prohibited item from the resident hall. A \$50.00 charge will be placed on the student's account if an item is not removed from residence within two weeks (14 days) of receiving a violation slip from Office of Housing and Residential Life. In the event that the noted changes are not made by a set date, in addition to the \$50 charge, the resident may lose his/her housing privilege and be evicted from the residence halls.

Please note that prohibited extension cords and candles will NOT be given a two week period to be removed. **All surge protectors must be UL-approved and equipped with an internal circuit breaker.** Any student found using a prohibited extension cord will be immediately assessed a fine of \$100. Second offenses will result in a fine of \$200, followed by termination from Housing for a third offense. Tampering with ANY fire safety system, which includes covering or disabling smoke detectors, will result in immediate dismissal from Housing and potential dismissal from the College. Unauthorized items in a room/safety violation will be confiscated by Housing. Weapons, dangerous items, candles and prohibited extension cords or dangerous items will **NOT** be returned. All unclaimed items found during inspection will be disposed of at the end of the academic year. Any weapon as defined in the Student Code of Conduct is prohibited within the Residence Halls

Housing Fees	
Unauthorized Room Change (Assessed Individually)	\$100.00
Failure to vacate per announced deadline	\$100.00 + Housing Daily Rate
Possession of pets not authorized (Billed Individually)	\$150.00
Violation of quiet hours (Billed Individually)	\$100.00
Tampering with windows, entering and/or exiting through windows, or throwing, etc. any item out of a window (Billed Individually)	\$100.00
Damage to School Property (Billed Collectively)	At Cost
Misappropriation/Use of College property. May include Artwork, Signage, Lounge Furniture, etc. (Billed Individually)	\$200.00

This list is not exhaustive. Charges may be assessed for damages to any College property, including items that may not have been specifically listed.

SECTION 6: YOUR ROOM AND COMMUNITY

CLEANLINESS: To maintain a sanitary and healthy environment, residents are expected to keep rooms and common areas in a reasonable state of order and cleanliness. College housing spaces must be kept clean and free from dirt, garbage, and debris. Proper care, and use of community area and facilities, including restrooms, hallways, showers, stairs, stairwells, laundry rooms, and grounds are all residents' responsibility. All Regimental residents follow additional guidelines as set by the Commandant of Cadets. Room: Clothing and personal items should be put away and floor should be swept, mopped, and/or vacuumed. Bathroom Area(s): Floors should be clean (swept and mopped). The showers, toilets, sinks, and countertops areas should be clean, free of dirt and debris Suites/Hallways: All suite hallways should be clear of any furniture, personal items (i.e. bags, sneakers, clothes and/or garbage) at all times. Suites/hallways should be vacuumed on a regular basis. There should not be any garbage outside of the receptacles. Garbage may not be left outside of rooms and/or suites; it must be disposed of in the designated receptacles. Residents shall not sweep trash from inside to outside of the room/suite. Stairwells, landings, and walkways must be kept clean and free of clutter from bikes, boxes, storage items, etc.

COMMON AREAS: Lounge furniture and lounge contents are for the use of all students; therefore they are not to be removed from any common areas and lounges under any circumstances. Fees for misappropriation/use of College property may apply.

DELIVERY POLICY: Any third party delivery from (e.g., restaurants, etc.) are **NOT** permitted in Residents Halls at **ANY** time. Any entry into the Residence Halls is considered **TRESPASSING**. All deliveries **MUST** be conducted outside of the **Residence Hall lobbies**.

ELEVATORS: Elevators are in place for convenience and assistance. Any tampering or damage can affect the elevator functioning, cause delays in service, and may result in judicial action/fees.

HALL SPORTS: Throwing/shooting objects or playing sports within residential facilities is prohibited. Individuals and/or residential communities may be held financially responsible for repairing damages related to hall sports.

LAUNDRY: Washers and dryers are located in every Residence Hall. In 1st, 2nd, and 3rd Battalions the laundry room is located in the basements. In New Hall, the laundry room is located on the 1st floor. Maintenance concerns regarding washers and dryers need to be reported to the RA or the BM on duty. Do not attempt to repair machines on your own. Tampering of machines can be dangerous and is prohibited. The cost of repair can be passed on to the residents of who is found to be tampering with the machines.

LITTERING: Littering is prohibited. As a resident in this community, it is your responsibility to dispose of personal trash in the designated locations. For this reason, littering, leaving trash in common areas or locations not designated for waste disposal is subject to judicial action/fees and applicable removal/cleaning charges. Residents must maintain the cleanliness of their living space. Personal trash must be emptied into the receptacles in the trash rooms located at the end of each hallway in all residence halls. These trash rooms are cleaned daily to ensure the health and well-being of the College community.

MANDATORY HOUSING/FLOOR MEETINGS: Meetings are held by the Residence Life staff in order to transfer information from the OHRL to the residents. All residents must attend Housing Meetings without exception. In the event that a meeting is missed, residents are responsible for obtaining any missed information by making an appointment with the RA or BM. The ORHL is not responsible for the miscommunication of information from other residents.

PERSONAL RESPONSIBILITY: Residents should maintain good decorum at all times, behaving in a manner that is respectful to all members of the College community.

- No person shall create safety or health hazards in any residence halls. Residents may not engage in any activity that may injure persons, deface, or damage any part of any residence hall or nearby facilities.
- In the process of addressing community related issues and concerns, failing to comply with the reasonable directions of OHRL or Maritime staff, acting in accordance with Residence Life and/or College protocol, is considered non-compliance and judicial action/fees may apply.
- Passive Presence – Assisting in, remaining present during, or failing to report the performance of any act constituting a violation of established policies is prohibited.
- All community members and guests are held to standards of appropriate language when conducting College-related business. Individuals may be held accountable for inappropriate or offensive conduct.
- Community Respect: Respect for each other is the basis for a successful community. Each member of our community is expected to treat others in a courteous, respectful, and caring manner. Failure to show respect for members of the College community (students, faculty, staff, and/or guests) is not permitted.

PETS: No resident shall have or harbor unauthorized pets or other wild or domestic animals in the residence halls, caged or otherwise. Fish are authorized, except piranha, in a tank no larger than 10 gallons. Regimental rules may apply.

Service and Assistance Animal Policy

Section I. Definitions

A. Service Animal

“Service animal” is defined by the Americans with Disabilities Act, as amended (ADA), as any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with disability, including, but not limited to: guiding individuals with impaired vision; altering individuals with impaired hearing to intruders or sounds; providing minimal protection or rescue work; pulling wheelchair; or fetching dropped items. (28 Code of federal Regulations (CFR) Part 26, Subpart A – General, 36.104 Definitions).

Student requests for disability accommodations, including requests to have a service animal accompany a student on campus, in classrooms and in SUNY Maritime’s housing facilities, are determined by the Dean of Students and/or the Office of Accommodations. Student can reach the Office of Accommodations at 718-409-7348.

A service animal may be removed from a Maritime facility or program if the animal’s behavior or presence poses a direct threat to the health or safety of others. For example, a service animal that displays vicious behavior towards people may be excluded. Excessive barking in a classroom or during a program is an example of disruption.

Service animals may also be excluded in area where the presence of a service animal fundamentally alters the nature of a program or activity, or is disruptive. Examples may include, but are not limited to: research labs, areas requiring protective clothing, food preparation areas, and animal research labs.

B. Pet

A “Pet” is an animal kept for ordinary use and companionship. A pet is not considered a Service Animal or an Assistance Animal. They are not covered by this policy. Residents are not permitted to keep pets, other than fish, on College property or in College housing.

C. Approved Animal

An “Approved Animal” is a Service Animal or Assistance Animal that has been approved as a reasonable accommodation under this policy.

D. Owner

The “Owner” is the student or other covered person who has requested the accommodation and has received approval to bring the “approved animal” on campus.

Section II. Conflicting Health Conditions

Housing personnel will make a reasonable effort to notify students in the residence building where the Approved Animal will be located. Students with medical condition(s) that are affected by animal (e.g., respiratory disease, asthma, severe allergies) are asked to contact Residence Life if they have a health or safety related concern about exposure to a Service or Assistance Animal. The College is prepared to reasonably accommodate individuals with medical conditions which require accommodations when living in proximity to service or Assistance Animals. We will attempt to resolve any conflict in a timely manner. Staff members will consider the conflicting needs and/or accommodation requests of all persons involved.

Section III. Owner's Responsibilities in College Housing

1. The Owner is responsible for assuring that the Approved Animal does not unduly interfere with the routine activities of the residence or cause difficulties for the students who reside there.
2. The Owner is financially responsible for the actions of the Approved Animal including bodily injury or property damage. The owner's responsibility includes but is not limited to replacement of furniture, carpet, windows, screens, doors, paint, wall covering, and the like. The Owner is expected to cover these costs at the time of repair and/or when the move-out.
3. The Owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to College premises that are assessed after the student and animal vacate the residence. The College shall have the right to bill the student account of the Owner for unmet obligations.
4. The Owner must notify Accommodative Disability Service and Residence Life if the Approved Animal is no longer needed as an Approved Animal or is no longer in the residence. To replace an Approved Animal the owner must file a new request.
5. The Owner's residence may be inspected for fleas, ticks or other pests once a semester or as needed. The applicable housing office for the residence hall will schedule the inspection. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college-approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.
6. All roommates or suitemates of the Owner must sign an agreement allowing the Approved Animal to be in residence with them. In the event that one or more roommates or suitemates do not approve, wither the Owner or the non-approving roommates or suitemates, as determined by the appropriate Housing office the residence location, may be moved to a different location.
7. Service Animals may travel with their Owner throughout College Housing. Assistance Animals are to be contained within the privately assigned residential area (room or suite) expect when transported outside the private residential area in an animal carrier or controlled by leash or harness.
8. Approved Animals may not be left overnight in College Housing to be cared for by another student. Animals must be taken with the student if they leave campus for a prolonged period.
9. College Housing has the authority to relocate Owner and Approved Animal as necessary.
10. Any violation of the above rules may result in immediate removal of the animal from the College and may be reviewed through a Judicial Process.

11. Should the Approved Animal be removed from the premises for any reason, the Owner is expected to fulfill his/her housing obligations for the remainder of the housing contract

Section IV. Guidelines for Maintaining and Approved Animal at Maritime College

A. Care and Supervision:

Care and supervision of the animal are the responsibility of the person/Owner who benefits from the Approved Animal's use. This person is required to maintain control of the approved animal at all times. This person is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by the College consistent with the reasonable capacity of the person. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces

B. Animal Health and Well-being:

1. Vaccination: In accordance with rules and regulations, the animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag.
2. Health: Animals, other than cats and dogs, to be housed in College Housing must have an annual clean bill of health from a licensed veterinarian's statement regarding the animal's health. The College had authority to direct the Owner to have the animal receive veterinary attention.
3. Licensing: The College reserves the right to request documentation showing that the animal has been licensed.
4. Training: Approved Animals must be properly trained.
5. Leash: The Assistance Animal must be on a leash. In the case of a Service Animal, if the leash inhibits the animal's ability to be of service, the Owner must maintain control of the Service Animal through voice, signal or other effective means.

C. Removal of Approved Animal

The College may exclude/remove an Approved Animal when 1) the animal poses a direct threat to the health or safety of others, or 2) the animal's presence results in a fundamental alteration of the College program, or 3) the Owner does not comply with the owner's Responsibilities pursuant to College Housing requirements, or 4) the animal or its presence creates an unmanageable disturbance or interference with SUNY Maritime College.

POSTING POLICY: Distribution of printed information and/or solicitation: The distribution or peddling of newspapers or handbills conveying a point of view in the public areas of a SUNY campus is protected by the 1st Amendment. Public areas do not include the residence halls. No organization may distribute any literature advertisement to solicit customers, recruit volunteers, employees or members, seek donations or make sales in the Residence Halls without explicit permission from OHRL.

Door-to-door solicitation is not permitted in the Residence Halls. Menu's, handbills, announcements, election flyers, or advertisements are **NOT** to be **PLACED ON, OR UNDER RESIDENCE HALL DOORS**. The only exception to this policy is OHRL announcements or information authorized by the OHRL.

Harassment or intimidation of members of the campus community by persons selling goods or services, or proselytizing points of view or causes, may require the removal of individuals from campus property in accordance with the rules of maintaining public order.

Announcements may be placed on established bulletin boards on campus only after approval has been obtained from the OHRL full time staff. Postings are not to be taped or placed on walls, windows, doors, outside of locked bulletin boards, etc. This policy excludes residential door name tags and materials posted on leadership doors including folders/dry erase boards, for job use. Residents must not use strong adhesive tapes or fasteners that cause damage. All 3/M and 3/E tape displays may only be done with 3M Command™ Strips and/or Scotch Blue™ Painters Tape. Violation of the posting policy may result in fees being levied against an individual, room, and/or group, and may lead to the loss of posting privileges.

- Enclosed Bulletin Boards – Permission required by OHRL. Key access by Resident Advisor. Designated for semi-permanent Regimental/ Housing Information.
- Cork Strips – Used for temporary postings for each floor.
- Wall Folder/Pockets – used to store floor folders, sign in/out forms, Regimental forms etc.

Third Party Guidelines: Third party advertising is prohibited within the residence halls without specific permission from the OHRL. This includes menus, posters, signs, ads, etc.

Third Party Posting: Commercial off campus vendors must bring material to be posted/ distributed to the OHRL. After approval from the Director, it will be made clear, where items may be placed or dropped off for distribution. Material will be required to comply with all College policies before distribution.

PROJECTILES: Throwing, dropping, or projecting objects from any residence structure is strictly prohibited. Individuals and/or residential communities may be held financially responsible for repairing damages related to projectiles.

QUIET, STUDY, AND COURTESY HOURS: The sleep and study needs of residents are of paramount importance. In order to meet this need, the College has established regulations to govern the noise and disturbance levels in the residence halls. While the Housing and Residence Life staff assists with the enforcement of these regulations, it is necessary for the entire community to understand and live by these guidelines and speak with those who are in violation of them. To provide an environment that fosters the academic success of the students, 24 hour courtesy hours are in effect. Courtesy hours include all outside areas (the Quad and parking lots). It is expected that residents always honor the requests of their community concerning noise levels, even when it is not scheduled quiet hours. Noises, disturbances, playing games, or any action that could be considered as interference with the study routine of other students may result in disciplinary action and/or fines. Designated study hours on campus are from 7:30 p.m. through 11:00 p.m. Quiet hours will be observed in the residence halls from 11:00 p.m. through 7:30 a.m. the following morning.

Due to the development and growth of the Maritime College it is possible maintenance, construction, or other related noise that is beyond the scope of enforcement of OHRL may occur.

ROOM FURNISHINGS: Basic bedroom furniture is provided by the College and is not to be removed from an assigned room without the express written permission of the OHRL Director/Associate Director. No furniture should be left in the hallways. Failure to adhere to this policy will result in Judicial Action/fees. Rooms shall be set up to allow easy entry and exit. Regimental residents: For more information and additional guidelines, see Regimental Rules and Regulations, which detail room furnishings for each regimental class. Residents of New Hall are responsible for providing their own bathroom furnishings including but not limited to toilet paper, shower curtains, etc. and are also responsible for the cleaning of their bathrooms and suite hallways.

- Bed loft configurations are only permitted and approved by the Director of OHRL.

STORAGE: The College does not provide storage space for student personal belongings unless approved by the OHRL Director. Bicycles should never be chained inside stairwells and motorized bikes are prohibited within a building. Bike chains may be cut due to improper storage. Bicycles may be discarded if left behind after the semester ends. Students will be notified via student email to remove bikes prior to discarding.

Students who fail to abide by these standards may result in fines and/or judicial action.

SECTION 7: ROOM INSPECTIONS/SEARCHES

In order to protect the health and safety of residential students, keep rooms in good condition and avoid fire hazards, student rooms and common areas in the residence halls are subject to inspection by Residential, Regimental, and/or Student Life staff at any time, **with or without prior notice**. Such inspections will be conducted on a periodic basis. During inspections, College staff will check for the following:

- a. General condition and safety of the room;

- b. Cleanliness and condition of the furniture;
- c. The presence of prohibited items.

Common Areas are defined as the semi-private bathrooms, common bathrooms, lobby areas, passageways/hallways, ladder wells/stairwells, storage/cleaning lockers, laundry rooms, lounges, and club rooms located within residential facilities.

In addition, College officials, including Residential Life Staff, Regimental Staff (for Cadets Only), and/or the Dean of Students, may enter rooms at any time if there is a reason to believe that the room contains illegal drugs, unauthorized substances, alcohol, weapons of any kind, or if there is any other reason to believe that entry is warranted to protect the safety or well-being of a student or others. Students who fail to cooperate with an inspection or whose room fails inspection may be subject to disciplinary action.

All packages, boxes, bags, suitcases, foot lockers, closets, dresser, desk, captain's bed, wardrobe, and refrigerators that are in, or brought into a student's room are subject to a full inspection upon the request of any College Official.

REFUSING ACCESS: Residents may not refuse room access to any professional staff scheduled to execute their assigned responsibilities. Regimental students have mandatory weekly room inspections conducted by Cadet Regimental Officers, Regimental Duty Officers, and Residence Life staff.

SECTION 8: GUEST POLICY

Given its history and heritage, Maritime College encourages students to respect and abide by the institution's values and tradition of valor and excellence. In the proper context, hosting guests/visitors is a *privilege* that can facilitate personal and social development as well as academic performance through joint study. Residents are advised to not abuse these privileges, as the College holds the right to revoke them at any time. Because students live by a variety of schedules, Maritime sets strict guidelines on guest visitation hours and policies on campus and in residence halls. Residents will be held accountable for the behavior of their guests and must accompany their guest(s) at all times during their visit.

Paramount in the goals of a residential community is the right of all students to have an appropriate level of privacy and the opportunity to sleep and study in one's room without being disturbed by their roommate(s) or other persons. All students pay fees and monies associated with their residence and must respect the rights of others in this area. Because there are no single rooms or bathroom facilities for students, it is especially important that all students observe the rules and policies designed to safeguard each person's right to rest, quiet, and privacy.

RESIDENT: is defined as a person who has a **current** and signed SUNY Maritime Housing Contract (for that term), currently authorized to live on campus, and has officially checked-in and received his/her room key.

GUEST: is defined as a person who is not a resident of SUNY Maritime and who does not have a signed Housing Contract (for that term), and/or who has not officially checked-in and/or not received his/her room key.

OVERNIGHT: is defined as 10:01 p.m. to 8:00 a.m.

Guest visitation hours within the Residence Halls:

Sunday to Thursday 8:00 a.m. – 10:00 p.m.

Friday to Saturday 8:00 a.m. – 12:00 a.m.

Maritime College does NOT allow overnight guests in the dormitories. Any guest found in the Residence Halls during the overnight period is considered **loitering (i.e. S 240.35 New York Penal Code - Loiters or remains in or about school grounds, a college or University building or grounds.)**, and may be escorted off campus. Guests are NOT permitted in student rooms and must remain in the lobby or lounge areas. Families of SUNY Maritime students may visit the dorm rooms of students, but only in order to help the student move items to or from the room.

From time-to-time, events on campus such as athletics, may end late and extend past the visitation hours. In the event that this occurs, the guests must depart no later than 30 minutes following the completion of that sanctioned event. No student shall at any time allow any guest (including residents not assigned to that room) to sleep in their room for any reason.

There are no exceptions to these rules except as expressly made by the College Administration to facilitate a special program use.

Violations to this policy can and will result in disciplinary action up to and including removal from the Residential Life Program and loss of ability to reside in housing. Guests may also be banned from the Residence Halls in the future. **This includes first offenses.**

Students who violate housing policy and are removed from the dorms will forfeit any and all funds and fees for the remainder of that semester associated with housing and the possible ultimate consequence is not being allowed to attend classes due to the inability to reside in the dorm as required by other Regimental regulations and policy. **Parents and students are urged to strictly adhere to all aspects in order to avoid consequences, which would lead to loss of monies, or other associated issues due to the loss of room occupancy.**

SECTION 9: SAFETY

RESIDENCE HALL SECURITY AND DOOR ACCESS: The safety and well-being of our students is paramount. To that end, we have installed new security measures in and around the Residence Halls. Only the **lobby doors** will be used for entrance and exit. Ladder well doors leading outside should only be used in the event of an emergency or fire drill. Please heed the posted signs to prevent judicial and unnecessary disturbance to fellow residents.

The lobby doors will be open (no card access needed) from 7:00 A.M to 10: 00 P.M (M-F). A Maritime ID card will be required to gain access to the **lobby doors** outside the time listed above including the weekends. Please remember to keep your Maritime ID card with you at all times.

EMERGENCY MAINTENANCE: Guidelines have been established to be used for responding to after-hours emergency maintenance problems. When the maintenance office is closed, the night and weekend maintenance staff is authorized to respond to emergency situations only when contacted by the **OHRL** staff. Such emergencies may result in charges when damage is the result of carelessness or is of a deliberate nature. An emergency is defined as a situation which will cause or potentially cause physical harm to residents and/or physical damage to the building structure. The following list of situations should be reported immediately to the RA on duty or other acting college officials:

- Heat problems
- No hot water
- No electricity
- Floods/leaks of any kind, clogged sewer lines (sinks, toilets, or showers)
- Being locked inside a room
- Locked out due to a broken lock or door

All other non-emergency maintenance requests can be directed to the RA on your specific floor.

EVACUATION PROCEDURES: Certain procedures have been established to prevent confusion and/or injury to residents in the event of a fire or other necessary evacuation. They are as follows:

It is the responsibility of all residents to be familiar with all posted evacuation information, maps, and procedures for the residence halls. This includes but is not limited to the location of all exits, fire extinguishers, and the Emergency Assembly Points (EAP) for each residence hall. Upon activation of the fire alarm, the facility should be vacated by all residents. State law requires that everyone immediately evacuates the building. **NO EXCEPTIONS.** University officials may enter rooms during fire alarms to ensure compliance with evacuation procedures. In the event of a fire alarm, all students must evacuate to the Emergency Assembly Points as stated in the Guide to Campus Housing. Any student who does not evacuate the dorm during a fire alarm will face adjudication.

Residents should immediately report to the Emergency Assembly Point for their residence hall and move away from the building. They are assigned as follows:

BUILDING	EMERGENCY ASSEMBLY POINT (EAP)
1st Battalion (A & B)	Under the overhang of Heritage Hall
2nd Battalion (C & D)	Under the overhang of Heritage Hall
3rd Battalion (E & F)	Under the overhang of Heritage Hall
4th Battalion New Hall	Under the overhang of Heritage Hall

- In the event a fire is close to the EAP, students should assemble in the front of the Gym farthest from the fire.
- Residents are to remain at their EAP until the building is cleared by the University Police Department and Emergency Personnel. Residents will not be allowed to re-enter the premises until directed to do so by the University Police Department and/or Fire Department.
- Residents must comply with directions given by Residential Life staff, University Police, Emergency Personnel, and/or other College officials.
- Failing to abide by the evacuation procedures are subject to judicial action/fees.

FIRE SAFETY/DRILLS: Each room and all public spaces within the residence halls are equipped with fire warning devices that are linked with the central fire alarm system. All are for the protection of the occupants. Tampering and/or interference with, as well as destruction or misuse of fire safety and fire prevention equipment is prohibited. This includes but is not limited to: fire extinguishers, fire hoses, fire alarms, pull station, heat and smoke detectors, sprinklers, and exit signs. Other prohibited behavior or items include, but are not limited to:

- Falsely reporting a fire, bomb threat, serious injury, or any other emergency, or pulling a fire alarm when no fire is evident.
- Setting a fire or possessing or using flammable or highly combustible materials.
- Failing to evacuate a building at the sound of a fire alarm or when directed by College staff.
- Overloading outlets.
- Smoking in non-designated smoking areas.
- Unauthorized uses of appliances in residence halls.
- Blocking access to hallway, window, or suite exits.
- All appliances must be free from frays or defects in wiring. The use of gas, alcohol, or other flame-producing chemicals is prohibited. Charcoal fires or barbecues are prohibited indoors. Grills must be at least 25 feet from buildings.
- Please see prohibited items listed above.

College policy and New York State law require the College to conduct a number of fire drills in the Residence Hall each semester. It is a violation of both State law and College policy to remain in the building during a fire drill. Any time the alarm sounds, students and any guests must leave the building immediately,

closing any doors behind them, and following the specified evacuation route. Failure to vacate the building when the fire alarm sounds is a violation of policies.

FIRE SAFETY POLICY

1. All surge protectors/power strips must be UL-approved and **equipped with an internal circuit breaker.**
2. Any student found using a prohibited extension cord will be immediately assessed a fine of \$100. Second offenses will result in a fine of \$200, followed by termination from Housing for a third offense.
3. *Please note that prohibited extension cords found within the residence halls will be confiscated, and will **NOT** be returned to the student.
4. Candles found will not be returned and students will be assessed a fine of \$50
5. Due to the recent fire concerns surrounding hoverboards, The Office of Housing & Residential Life has chosen to prohibit the use and possession of hoverboards in the residence halls.
6. **Tampering with ANY fire safety system, which includes covering or disabling smoke detectors, will result in immediate dismissal from Housing and potential dismissal from the College.**
7. An unannounced Health and Safety inspections will be conducted once a month to ensure compliance to our fire safety regulations

FIRE SAFETY TIPS:

- Purchase and use only UL-rated electrical appliances and power cords.
- Avoid overloading extension cords, power strips, or outlets.
- Use extension cords only on a temporary basis; they are not intended as permanent solutions.
- Use power strips with an over-current protector that will shut off power automatically if there is too much current being drawn.
- Never tack or nail an electrical cord to any surface or run cords across traffic paths or under rugs where they can be trampled or damaged.
- Use the correct wattage light bulbs for lamps and fixtures. If there is no indication on the product, do not use a bulb with more than 60 watts. Use cooler, compact fluorescent lamps (CFLs) when possible.
- Keep all electrical appliances and cords safely away from bedding, curtains, papers, and other flammable material.
- Make sure outlets around sinks are equipped with ground fault circuit interrupters (GFCIs) before use.
- Unplug small appliances when not in use and all electronics when away for extended periods.
- Older wiring in student housing and apartments may not be able to handle the increased electrical demand of today's college students.
- Ensure heavy current carrying devices (e.g., refrigerators, microwaves) are plugged directly into a wall outlet with no extension cord attached.
- If use of an appliance frequently causes the power to trip off, or if its power cord or the outlet feels hot, the appliance should be disconnected immediately and the condition reported to the landlord or campus housing staff.

OPEN FLAMES/BURNING EMBERS/SMOKING: No open flames or burning embers are permitted within the College residence halls. This includes, but is not limited to, candles, incense, smoking, fireworks,

and the burning of any materials or any action that may cause sparks. Smoking is prohibited within the residence halls and within 25' of any operable door or window. E-cigarettes are not banned from campus; **however usages of e-cigarettes in rooms, common areas, bathrooms, or any other area of the residence halls are strictly prohibited.**

The Guide to Campus Housing is subject to change.